Rosemary Sedgewick 2013

Town of Boxborough

2014 Annual Town Report

Cover Photography, "Boxborough Mailboxes", by Rosemary Sedgwick, 2013
Email r.sedgwick@comcast.net for a copy of the collage with your mailbox substituted

Town of Boxborough
Annual Report

for the Year Ending December 31, 2014

Annual Town Meeting
Monday, May 11, 2015
Blanchard Memorial School
7:00 p.m.

Town Election
Monday, May 18, 2015
Town Hall
12:00 p.m. – 8:00 p.m.

IN MEMORIAM

Warren H. Morse

(1934-2014)

Fire Chief, 1972-1988

Director of Public Works, 1972-2000

Helen W. Whitcomb

(1918-2014)

Board of Registrars, 1962-1964

Dean E. Machamer

(1932-2014)

Council on Aging, 2003-2006

DEDICATED TO

THE PEOPLE OF BOXBOROUGH

WHO MAKE OUR TOWN

A RURAL, ENGAGED COMMUNITY FOR ALL

Thank you

to all who contributed to

the Town of Boxborough's

2014 Annual Report,

with special thanks to

volunteers Bradford Gray

and Becky Busby

for compiling, formatting,

and editing the submissions

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,172 (May 2012)
	4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,401
CENSUS TRACT:	3881
TAX RATE:	$16.65 (FY 15)
	$17.69 (FY 14)
	$17.69 (FY 13)
	$17.87 (FY 12)
	$17.38 (FY 11)
	$16.53 (FY 10)
SCHOOLS:	Acton-Boxborough Regional School District
	Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord
	Nashoba Community Hospital, Ayer
	UMass Memorial – Marlborough Hospital, Marlborough
UTILITIES:	Cable Service – Comcast and Verizon
	Telephone Service – Verizon
	Electrical Service – Littleton Electric Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern Boxborough
	Natural Gas Service – National Grid
	The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton
	MART van available through Council on Aging for seniors, age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department
	Fire Department
	Ambulance
	Emergency Medical Technicians
	Public Safety Dispatch Center

* The U.S. Census is conducted every ten years. The methodology and time-line are different from those used in conducting the annual town census.

FEDERAL OFFICIALS

President of the United States

Barack H. Obama
president@whitehouse.gov
The White House
1600 Pennsylvania Avenue, N.W.
Washington, D.C. 20500
Tel: 202-456-1414
Fax: 202-456-2461

United States Senators

Elizabeth Warren
www.warren.senate.gov
Boston Office
2400 JFK Building
15 New Sudbury Street
Boston, MA 02203
Tel: 617-565-3170
Washington Office
2 Russell Senate Office Building
Washington, DC 20510
Tel: 202-224-4543

Edward J. Markey
www.markey.senate.gov
Boston Office
975 JFK Federal Office Building
15 New Sudbury Street
Boston, MA 02203
Tel: 617-565-8519
Washington Office
218 Russell Senate Office Building
Washington, DC 20510
Tel: 202-224-2742

Representatives in Congress

Niki Tsongas
www.tsongas.house.gov

Marlborough Office
255 Main Street
Marlborough, MA 01752
Tel: 978-459-0101
Hours: Thursday, 10am-12pm

Washington Office
1607 Longworth House Office Building
Washington, DC 20515
Tel: 202-225-3411
Fax: 202-226-0771

OFFICIALS OF THE COMMONWEALTH

Governor	Charlie Baker	www.mass.gov/governor
Lt. Governor	Karyn Polito	www.mass.gov/governor/administration
Secretary	William Francis Galvin	www.sec.state.ma.us
Auditor	Suzanne Bump	www.mass.gov/auditor
Attorney General	Maura Healey	www.mass.gov/ago
State Senator	James B. Eldridge District Office 255 Main Street, Room 106 Marlborough, MA 01752 james.eldridge@masenate.gov	www.senatoreldridge.com State House Room 413-A Boston , MA 02133 Tel: 617-722-1089
State Representative	Jennifer Benson District State House, Room 236 Boston, MA 02133 Jennifer.benson@mahouse.gov	www.jenbenson.org Tel: 617-722-2430

ELECTED TOWN OFFICIALS

Moderator
John Fallon (2015)

Town Clerk
Elizabeth Markiewicz (2016)

Board of Selectmen
Vincent Amoroso, Chair (2015)
Susan Bak (2017)
Leslie R. Fox (2017)
James Gorman (2016)
Robert Stemple (2015)
Raid Suleiman (2014)

Board of Health (Mosquito Advisory Committee)
Marie C. Cannon, Chair (2017)
Pamela Follet (2015)
Bryan Lynch (2016)

Collector of Taxes
Mary P. Shemowat (2015)

Commissioner of Trust Funds
The Selectmen

Constables
David L. Birt (2016)
Owen Neville (2015)

Library Board of Trustees
Mary Brolin Chair (2015)
Jennifer Campbell (2015)
Sandra Haber (2016)
Kathleen Luce (2017)
Megan McCullough (2017)
Robert McNeece (2016)
Mitra Davis (2014)

Planning Board
Owen Neville, Chair (2015)
Eduardo Pontoriero, Clerk (2017)
Nancy Fillmore (2017)
John Markiewicz (2016)
Hongbing Tang (2015)**
James Faulkner, Former Chair (2016)*

Boxborough School Committee (until 6/30/14)
Maria Neyland, Chair (2014)
Brigid Bieber, Vice-Chair (2015)
Mary Brolin, Clerk (2015)
Gary Kusher (2016)
Kathleen Neville (2015)

AB Regional School Committee (Boxborough Members)
Brigid Bieber (2015)
Mary Brolin (2016)
Kathleen Neville (2017)
Maria Neyland (2017)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator/ Chief Procurement Officer
Selina S. Shaw (2016)

Accountant
Jennifer Barrett (2015)

Assessor
Ruth T Anderson (2015)

Building Inspector/Code Officer Enforcement Officer
David Lindberg (2015)

Town Planner
Adam Duchesneau (2015)**
Elizabeth Hughes (2014)*

Treasurer
Patrick McIntyre (2015)**
Margaret Dennehy (2014)***

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* Resigned
** Appointed to fill vacancy
*** Retired

A/B Cultural Council
Nancy Evans (2016)
Nancy Kumaraswami (2015)
Marion Powers (2015)
Alexis Presti-Simpson (2015)
Ramika Shah (2017)

Agricultural Commission
John Neyland, Chair (2016)
Owen Neville, Clerk (2016)
Kathie Becker (2017)
Bryon Clemence (2017)
Brian Morrison (2015)

Airport Study Committee
(disbanded in 2014)
Anne Canfield, Chair (2015)
James Baum (2014)
Matt Kosakowski (2016)
Cindy Markowitz (2015)

Animal Control Officer – Dogs & Cats
Phyllis Tower (2015)

Animal Control Officer – Other
Donald C. Morse (2015)

Board of Appeals
Tom Gorman, Chair (2016)
Kristin Hilberg, Clerk (2017)
Michael Toups (2017)
Karen Warner (2015)
Lonnie Weil (2016)
Christian Habersaat, Alternate (2015)

Board of Registrars
Elizabeth Markiewicz, Chair (2016)
Nancy Brown (2017)
Tammy MacFadyen (2015)*
Virginia Richardson (2016)
Hugh Fortmiller (2015)**

Boxborough Affordable Housing Trust
Les Fox (2016)
Neal Hesler (2016)**
R. Allen Murphy (2017)
Ron Vogel (2016)
Channing Wagg (2016)
Eric Romaniak (2014)*

Boxborough Housing Board
R. Allen Murphy, Chair (2017)
Michael Fetterman (2016)**
Diane Friedman (2016)
Joan Meyer (2015)
Ron Vogel (2016)
Jeff Handler (2016)*
Dave Koonce, ex-officio
Les Fox, ex-officio

Boxborough Well-Being Committee
Susie Allen (2016)
Pam Follett (2016)
Liz Markiewicz (2016)
Al Murphy (2015)
Kate Smyers (2016)
Channing Wagg (2016)
Cindy Worthington-Berry (2015)
Non-Voting Members (2015)
Lauren Abraham, Community Services Coordinator
Laura Arsenault, COA Coordinator
Tamara Bedard, Nashoba Board of Health Public Nurse
James Gorman, Selectman
Gail Kessler-Walsh, Blanchard School Guidance Counselor
Warren Ryder, Police Chief
Selina Shaw, Town Administrator
Randolph White, Fire Chief

Cemetery Commission
Donald C. Morse (2016)
Rebecca Neville (2015)
William Sutcliffe (2017)

Cemetery Superintendent
Donald C. Morse (2015)

Community Preservation Committee
Owen Neville, Chair (2016), *Planning Board*
Hugh Fortmiller (2016), *at-large*
Mitzi Garcia-Weil (2016), *Recreation Comm.*
Rita Gibes Grossman (2015), *at-large*
John Neyland (2016), *Agricultural Comm.*
Dennis Reip (2017), *Conservation Comm.*
Alan Rohwer (2017), *Historical Comm.*
John Rosamond (2015), *Finance Comm.*
Ron Vogel (2017), *Housing Board*

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* Resigned
** Appointed to fill vacancy
*** Retired

Conservation Commission
Dennis Reip, Chair (2015)
David Follett (2017)
Charlene Golden (2017)
Norm Hanover (2016)
David Koonce (2017)
Hoff Stuart (2016)
Appointed by Conservation Comm.
Liz Markiewicz, Associate Member

Council on Aging
Francis J. Powers, Chair (2017)
Sonali Bhatia (2015)
Lauraine Harding (2016)
Susan Page (2016)**
Frank Sibley (2015)
Elizabeth West (2015)
Barbara Wheeler (2016)
Helen Berry (2016)*

Design Review Board
Kevin Mahoney (2016)
Eduardo Pontoriero (2016)**
Robert Stemple (2015)
James Faulkner (2016)*

Election Warden
David Birt (2015)

Energy Committee
Francie Nolde, Chair (2016)
Richard Garrison (2015)
Larry Grossman (2015)
Rebecca Morris (2017)
Abigail Reip (2015)
Keshava Srivastava (2017)
Santiago Tapia-Perez (2017)
Margaret Webber (2016)

Field Driver
Phyllis Tower (2015)

Fire Department

Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director, Roy Custance Scholarship Administrator
Randolph T. White (2017)

Officers Full-Time (2015)
Shawn Gray, Lieutenant
Jonathan Williams, Lieutenant

Firefighter/EMT Full-Time (2015)
Jason Galofaro**
Sean Kennefick**
Eoin Bohnert*
Benn Carpenter***

Officers Per-Diem (2015)
Michael Kidd, Deputy Chief
Jason Malinowski, Lieutenant
Adam A. Nichols, Lieutenant**
James DeVogel, Lieutenant*

Firefighter/EMT Per-Diem (2015)
Eoin Bohnert
Erik Byam
Mathew Callahan
Anthony Cunha
Edmond Daigneault
James DeVogel
Andrew Dufresne
Justin Geneau
Brian Harrington
David Hillman
Brendan Hurley
Derek Jordan
Scott Krug
Brendan Lyons
Adam A. Nichols
George M. Robinson
Taylor Soberg
Robert Sokolowski
Robert Stemple

Call Firefighters (2015)
Juan Barrios
Ronald Sisco
Nicholas Costanzo
David Dutton
Lawrence Roche

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* Resigned
** Appointed to fill vacancy
*** Retired

Historical Commission
Alan Rohwer, Chair (2015)
Mary Larson (2016)
Kevin Mahoney (2017)
Trena Minudri (2016)
Shirley Warren (2015)

Inspector of Animals
Nominated by BoH, appointed by Commonwealth of MA
Donald C. Morse (2015)

Inspector of Gas & Plumbing
James Gary Corey (2015)
Norman Card, Jr., Assistant (2015)

Inspector of Wires
Charles Weeks (2015)
William Morehouse, Assistant (2015)

Master Plan Update Committee (12/31/2015)
John Markiewicz, Chair *(Planning Bd.)*
Marie Cannon *(BoH)*
Byron Clemence *(AgCom)*
Nancy Fillmore *(Planning Bd., Alt.)*
David Follett *(ConsCom)*
Les Fox *(BoS)*
Mitzi Garcia-Weil *(RecCom)*
Rebecca Morris *(EnCom)*
Susan Page *(CoA, Alt.)*
Owen Neville *(Planning Bd., Alt.)*
Frank Powers *(CoA)*
Eduardo Pontoriero *(Planning Bd., Alt.)*
Dennis Reip *(ConsCom Alt.)*
Non-Voting Members
Steve Ballard (FinCom)
Dimtry Bykhovsky (Business Owner)
Adam Duchesneau (Town Planner)
Tom Garmon (DPW Director)
Kevin Mahoney (Hist. Com.)
Maria Neyland (ABRSC)
Warren Ryder (Police Chief)
Selina Shaw (Town Administrator)
Randolph White (Fire Chief)

Personnel Board
Anne Canfield, Chair (2015)
Sheila Bauer (2017)
Pat Flanagan (2015)
Hugh Fortmiller (2017)
Rebecca Neville (2016)
Susan Bak (2014)

Police Department

Police Chief, Keeper of Lock-up, Dispatch Center Co-Director, Deputy Emergency Management Director
Warren B. Ryder (2017)

Department Assistant
Andrea Veros

Police Officers (2015)
Nicholas A. DiMauro, Sergeant
Warren J. O'Brien, Sergeant
Brett Pelley, Sergeant
Robert R. Romilly, Jr., Detective
Robert Bielecki, Patrol Officer
Nathan W. Bowolick, Patrol Officer
Patrick S, Colburn, Patrol Officer
Philip M. Gath, Patrol Officer
Robert Fagundes, Patrol Officer
Jeffrey C. Landgren, Patrol Officer
Benjamin M. Lavine, Detective***

Special Police Officers
Brandon Bruin
Gordon N. Clark
Robert DaCosta
Steven P. Duffy
Frank Gordon
Peter Kinnas
Patrick E. Mortimer
Katelyn Pfeifer

Lock-Up Attendants (2015)
Phyllis Tower
Richard Tower
Amy Waxman

Public Safety Dispatchers (2015)
Appointed by Fire Chief
Michelle Poirier, Supervisor
Elaine M. DeLome
Katelyn Pfeifer
Brenda A. Santucci
Brendan B. Lyons, part-time

Public Celebrations & Ceremonies Committee
Trena Minudri, Chair (2015)
Susan Chavez (2017)
Matt Kosakowski (2014)
Lori Lotterman (2015)
Owen Neville (2017)
Sheila Bauer (2016)*

* Resigned
** Appointed to fill vacancy
*** Retired

Director of Public Works, Tree Warden & Moth Superintendent
Tom Garmon (2017)

Recreation Commission
Kevin Lehner, Co-Chair (2016)
Abigail Reip, Co-Chair (2014)
Amy Burke (2014)
Megan Connor (2015)
Mitzi Garcia-Weil (2015)
Hilary Greven (2015)
Matthew Rosner (2016)

Steele Farm Advisory Committee
Bruce Hager, Chair (2016)
David Birt (2017)
Judi Resnick (2014)
Jeanne Steele-Kangas (2015)
Edward Whitcomb (2015)

Town Counsel
Kopelman & Paige (2015)

Veterans Agent
Donald C. Morse (2015)

APPOINTMENTS MADE BY MODERATOR

Finance Committee
Dilip Subramanyan, Chair (2017)
Jeff Scott, Vice-Chair (2015)
John Rosamond, Clerk (2016)
Steve Ballard (2015)
Jim Ham (2015)
Neal Hesler (2016)
Ted Kail (2017)
Eve Li (2016)**
Eric Romaniak (2014)*

Minuteman Regional School
Cheryl Mahoney (2015)

APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Maureen Strapko, Director

APPOINTMENTS MADE BY BOARD OF HEALTH

Boxborough Emergency Reserve Corps
Diane Ford (2016)
Kathleen McLendon (2016)
Laura Russell (2016)
Swan Anderson, Former Chair (2016)*
Lorraine Carvalho*
Maureen Masciola*

TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE RECOGNIZED

Department of Public Works
Scott Doughty, Foreman
Vicki Franz, Department Assistant
Juan Barrios
Jeffery L. Brown
Lawrence Roche
Robert Sokolowski
Gillis Soucy
Edmond Daigneault, part-time
Richard Tower, part-time

Library Staff
Ruth Hamilton, Sr. Library Assistant
Claudia Murphy, Library Assistant
Marion Powers, Sr. Library Assistant**
Judy Reiter, Technical Services Librarian
Ramika Shah, Sr. Library Assistant
Kathleen Taffel, Youth Services Librarian
Molly Wong, Tech. Services Librarian**
Joanne Parker, Tech. Services Librarian***

Town Hall
Lauren Abraham, Community Services Coordinator
Laura Arsenault, COA Coordinator
Karen Guzzardi, Department Assistant, part-time
Cheryl Mahoney, Department Assistant
Denise Monteiro, Department Assistant**
Mary Nadwairski, Department Assistant, part-time
Nancy Klaips, Department Assistant*
Starr Miyata, Department Assistant*
Debbie Walsh, Department Assistant, part-time*
Colleen Whitcomb, Department Assistant, part-time*

* Resigned
** Appointed to fill vacancy
*** Retired

BOARD OF SELECTMEN

In 2014 the Board of Selectmen bid a fond and grateful farewell to member Raid Suleiman, who chose not to run for re-election. Many thanks to Raid for his years of invaluable service to the Town. The Board was also very pleased to welcome newly elected member Susan Bak, who brings us the benefit of her years of experience and service to the Town. At the Board's reorganization meeting in May, Vincent Amoroso was elected Chair and Robert Stemple was elected Clerk.

Last year we also bid fond farewells to Town Treasurer Margaret Dennehy and Town Planner Elizabeth Hughes, who each served the Town well and faithfully for many years. We welcomed their successors, Treasurer Patrick McIntyre and Town Planner Adam Duchesneau, who have helped us make a successful transition.

In 2014 we successfully completed full regionalization of our school system with Acton. The Acton-Boxborough Regional School System now includes all grades, from pre-K to 12. Residents of both towns can now choose to send their children to Blanchard or to any of the five Acton elementary schools. More than 20 families have availed themselves of this opportunity, and we have been hearing that interest and satisfaction are high. Boxborough's representatives on the AB Regional School Committee have been pleased with the increased voice they have at meetings as a result of the membership changes we made. We have also participated in regular meetings of the Regional Financial Oversight Committee and can report that the intended savings have been realized and will continue to benefit us for years to come.

Last year we accepted CPA and, for the first time, made Boxborough eligible to receive matching funds from the Commonwealth to help us defray the costs of qualified Community Preservation projects. At last year's Town Meeting, we deferred a number of such projects until this year in order to give the Community Preservation Committee an opportunity to evaluate them. We expect that some of those projects will be recommended by the Committee at this year's Town Meeting, which will be a tangible benefit to the Town.

Last year we actively addressed the needs of our vocational students. Minuteman is in critical need of substantial renovations and a long overdue capital campaign necessary to bring the existing, antiquated school structure into compliance with building codes. The District has obtained approval from the Massachusetts School Building Authority (MSBA) to finance 40% of the cost of the new construction. That commitment was first made by MSBA several years ago, and MSBA has informed the District that it will expire on June 30, 2016. Before that date, all member towns must vote to accept bonding for their respective shares of the new capital spending, or MSBA's funding will disappear.

However, there have been strong and continuing objections by some of the larger member towns to the way in which the current Regional Agreement allocates votes and assesses costs. Those members have been unwilling to agree to undertake a new capital program unless changes are made to the Regional Agreement to address their concerns, and the School Committee has done that with a set of Proposed Amendments.

The Proposed Amendments benefit some member towns but disadvantage others, including Boxborough. They will become effective only if passed unanimously by the all 16 member towns of The Minuteman Regional School District. They were first proposed in 2014 and appeared on the 2014 Town Warrants of all member towns. At those Town Meetings, 10 towns passed them, 1e town rejected them, and 5, including Boxborough, voted to pass them over. They are being presented again this year by the School Committee in a second effort to gain the necessary unanimous consent.

Based on numerous conversations with our counterparts from the other member towns, we do not expect that the Proposed Amendments as currently drafted will pass unanimously. In anticipation of that, Boxborough alone has proposed a "Plan B" for the District, which would simultaneously allow those members that wish to withdraw to do so, amend the Agreement to satisfy the needs of the larger towns, and permit the remaining members to approve the capital spending program before the June 30, 2016, deadline. We have discussed "Plan B" with the

Superintendent and the other member towns and have been informed that it will be given full consideration if the current Proposed Amendments fail.

At last year's TM, we held a sense of the meeting vote on whether to seek withdrawal from the District. That motion passed by majority vote. We also voted to defer action on the new Proposed Amendments in order to give Boxborough maximum flexibility in how we proceed. In the past year, we have undertaken an evaluation of alternatives to continued membership in Minuteman, including placing Boxborough children in Assabet, Nashoba, or Minuteman as out-of-district students.

In the event the Proposed Amendments fail to obtain unanimous approval, as seems likely, we are prepared to actively advocate "Plan B" in order to allow the new building campaign to proceed with MSBA assistance, even if one or more members withdraw, and thus provide Boxborough's vocational students with the best range of options for their educational needs.

In 2014 we commissioned a Public Safety Building Needs and Feasibility Study so that we can assess the anticipated likelihood and cost of expanding our current Police, Fire, and Dispatch facilities to meet our expected needs. We have already received preliminary results and will make the final report available when ready.

We began a project to upgrade public safety communications equipment in 2014 to ensure that vital communications are available to our Police and Fire first responders wherever they may be within Boxborough. This work will continue through 2015.

Community Services Coordinator. In 2014 we hired Lauren Abraham as our Community Services Coordinator to provide professional social services to Boxborough residents. Lauren's private office is located on the 2nd floor of Town Hall, at the far side of the stage in the Grange Room.

Steele Farm. The Steele Farm Conservation and Historic Preservation Restriction was finalized and recorded in 2013. In 2014 the Steele Farm Advisory Committee discovered deterioration in the area around the foundation of the farmhouse chimney. Remedial steps were taken to ameliorate the situation while the long-term options are researched.

Veterans Services Officer. Last year we expanded the office hours of our Veterans Services Officer to Wednesdays from 9:00 to 11:00 a.m. on the 2nd floor of Town Hall in the Community Services Coordinator's office located off the Grange Meeting Room. The Veteran Services Officer is also available at other times by appointment.

We also welcomed Denise Monteiro to provide us with administrative support for the Building Department and Board of Health.

We repaved Reed Farm Road and undertook a survey of all town roads, projecting their useful lives, estimating repaving costs, and proposing a schedule for that work. This was done in order to allow you to make a rational choice at the 2015 Town Meeting as to the level of repaving services you want to achieve. You will be asked to decide whether to continue repaving on a timetable determined solely by our Chapter 90 reimbursement from the Commonwealth, or whether you would prefer to allocate an additional amount each year in the Town budget to augment those state funds and provide a greater level of service.

Master Plan update. The Selectmen and Planning Board began the process of updating the Town's Master Plan with the appointment of a Steering Committee and engagement of the Metropolitan Area Planning Council as consultants. A well-attended kick-off forum was held in November, and the ongoing work is expected to be completed in late 2015. The updated plan will be delivered as a set of web pages linked to the town's website for ease of access and maximum utility.

We also repaved parking lots at Town Hall, the Boxborough Museum, and the DPW.

We renovated several areas at Town Hall, including painting, carpeting, and new window treatments.

We launched the new town website and fully integrated it with all Town departments. We will continue to expand its utility to allow you to conduct more Town business online and save you unnecessary trips to Town Hall.

2014 saw the completion of our system-wide upgrade to the Town's computer equipment and infrastructure, which is now more modern, efficient, and reliable than ever.

We cut taxes last year while at the same time fully funding our CPA contribution, adding to our OPEB funding, improving our free cash position and stabilization funds, and maintaining our AAA bond rating.

We extend our sincere appreciation to all of our employees and volunteers for their service to our Town. Boxborough could not operate without their tireless support. Their efforts have been instrumental in not only making Town government work, but in ensuring that everyone is treated with respect, courtesy, fairness, and due process while providing an open and accessible government.

Please consider joining a Town board or committee and participating in Town government. Serving as an appointee on a Town board is a way for residents to contribute to the Boxborough community and to help define the character of the Town as well as conserve the Town's financial resources. Boxborough is fortunate to have talented, concerned, and committed residents out of all proportion to its size. Volunteering provides a great opportunity to meet them.

PERSONNEL BOARD

The Personnel Board serves in an advisory role to assist the Board of Selectmen and the Town Administrator in matters that relate to Boxborough's nonunion personnel. After working for more than 15 months to develop a new Classification and Compensation Plan for nonunion employees, the five-member Personnel Board is grateful to the 2014 Annual Town Meeting (ATM) for voting to accept the Plan.

During the early months of 2015, all nonunion personnel were invited to attend meetings with various outreach teams, each consisting of two Personnel Board members. The purpose of these meetings was to provide an opportunity for employees to meet Board members and to exchange ideas.

Finally, due to changes in state and federal law, the Board has updated language in the Personnel Administration Plan. Additionally, the Board has updated language changes necessitated by the 2014 ATM acceptance of the new Classification and Compensation Plan.

Respectfully submitted,
Anne Canfield, Chair

TOWN COUNSEL

During 2014, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. We have also advised the Board of Selectmen on a number of labor and employment matters. There are currently no active litigation cases involving the Town.

Town Counsel continues to advise the Board of Selectmen regarding a variety of matters involving implementation of the amendments to the Acton-Boxborough Regional School District Agreement. We have also been advising the Board of Selectmen with respect to the governance issues associated with the Minuteman Regional Vocational Technical School District.

We have also been providing advice to the Town Planner and the Zoning Board of Appeals regarding a request by the developer of the Beaver Brook housing development in connection with the request for an insubstantial change to the comprehensive permit.

In 2014, at the request of the Board of Selectmen, Town Counsel assumed a more active role in the negotiation of collective bargaining agreements with various Town employee unions.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,
Kopelman and Paige, P.C., Town Counsel

Litigation Status Report
Cases Closed in 2014

Harvard Ridge Condominium v. Bank of America, N.A.
(Town of Boxborough)
Middlesex Superior Court, C.A. No. 14-1264
(03700-0151-JDU)
The Condominium Association brought action in August 2014 against unit owner of 95 Swanson Road, Unit 119, to foreclose on unit due to unpaid common expenses. The Town was named as party-in-interest on account of a tax lien it holds against subject property. On December 22, 2014, the Court issued a Judgment in favor of the Condominium Association permitting the imposition of a lien against the unit and foreclosure and sale of the unit. The Town's tax lien remains unaffected by these actions. This matter is now complete.

Sweeney, et al. v. Flagg Hill Road, LLC, et al.
(Town of Boxborough Zoning Board of Appeals)
Land Court, Misc. No. 13 MISC 480829 – AHS
(03800-0150-JDE)
The plaintiffs appealed the Zoning Board of Appeals' November 19, 2013, decision to grant a special permit approving the construction of a common driveway to serve three proposed single-family house lots located at 480 Flagg Hill Road, owned by Douglas and Harvey Trefry. A settlement was reached, and this matter is now closed.

Michael Sweeney, et al. v. Flagg Hill Road, LLC, et al.
(Town of Boxborough Planning Board)
Land Court, Misc. No. 13 MISC 480065 – AHS
(03700-0149-JDE)
This was an abutters' appeal of the Planning Board's September 24, 2013, decision granting a special permit for the construction of a common driveway on property located at 480 Flagg Hill Road. A settlement was reached, and this matter is now closed.

TOWN ASSESSOR

General Scope and Function

The Assessor is responsible for determining the full and fair cash value of all real and personal property within the Town of Boxborough. Real estate values are determined by analyzing market conditions and determining and applying factors to reach an assessed value. Tax law intends for taxpayers to pay an equitable share of the tax burden in proportion to the value of their property or asset. This is known as "ad valorem," or according to value, tax.

Other duties of the Assessor include administration of the motor vehicle excise tax; compilation and submission of the Tax Rate Recapitulation to the Department of Revenue; abatement, exemption, or deferral of taxes; defense of assessed values at the Appellate Tax Board; and oversight of the Town's overlay reserve account, which is established to fund abatements, exemptions, and unpaid taxes each year.

Fiscal Year 2015 – Town Valuation and Tax Rate Summary

FY 2015 showed signs of stabilization and modest improvements in pricing in the Boxborough real estate market. Overall values improved by 3.86%, primarily in the residential class. Four new single-family homes and six new condominiums were added to the tax base, compared with one single-family and two condominiums in FY 2014.

The total amount to be raised through taxation each year is called the tax levy and is calculated after all other sources of revenue and total expenses for the Town are known. The levy for FY 2015 was $16,267,038. At a public hearing on November 17, 2014, the Board of Selectmen voted to tax all classes of property at the same rate. Based on the levy and the valuation breakdown listed below, a FY 2015 tax rate of $16.65/$1,000 was approved by the Department of Revenue on November 20, 2014.

Classification	Valuation, $	Tax Dollars	Levy, %
Class 1 – Residential	739,270,008	12,308,846	75.6674
Class 2 – Open Space	0	0	0.0000
Class 3 – Commercial	74,982,861	1,248,465	7.6748
Class 4 – Industrial	129,891,560	2,162,694	13.2950
Class 5 – Personal Property	32,854,874	547,034	3.3628
Total	**976,999,303**	**16,267,038**	**100.0000**

Due to the fiscally conservative approach of the residents and administration of the Town of Boxborough, there has been a consistent decline in the levy and the tax rate for the last several years. Below is a comparative chart detailing the last four years:

		Prior Year Comparison		
	FY 2015	**FY 2014**	**FY 2013**	**FY 2012**
Total Valuation, $	976,999,303	940,732,633	944,949,427	944,316,252
Total Levy, $	16,267,038	16,641,560	16,716,155	16,874,931
Tax Rate, $/$1,000	16.65	17.69	17.69	17.87

CPA

The Community Preservation Act (CPA) was adopted by Boxborough voters at Annual Town Meeting on May 20, 2014, and by ballot vote on November 4, 2014. This action allows a 1.0% surcharge to be added to all residential tax bills, with the collected funds to be used for preservation of outdoor recreation and open space, historic resources, and affordable housing. The surcharge will provide approximately $123,000 in local revenue, plus additional matching funds to be provided by the Commonwealth, at a percentage to be determined in 2015.

Summary
Property values, tax assessment maps, and information relating to the various functions of the Assessor's Office can be found on the town website. Residents should feel free to call, email, or visit the office with any questions regarding property values or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, Town Hall staff, and the residents of Boxborough for their continued support this year.

Respectfully submitted,
Ruth Anderson, Town Assessor

TOWN ACCOUNTANT

Submitted herewith are the draft financial statements for the Town of Boxborough for the fiscal year ended June 30, 2014. Included are the following reports:

- *Statement of Net Position*. Beginning in 2003 with implementation of Governmental Accounting Standards Board Statement 34 (GASB34), the Capital Assets of the town were added to the financial statements, and the change in net assets is reported year-to-year.
- *Statement of Activities*. Calculates the changes in net assets.
- *Balance Sheet (All Accounts)*. Shows the breakdown of the Town's governmental funds, including assets, liabilities, and fund balances.
- *Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual*. Summary of the General Fund only.
- *Statement of Revenues, Expenditures, and Changes in Fund Balances (All Accounts)*. Any variances are included in the Audited Statements available upon request.

Respectfully Submitted,
Jennifer Barrett, Town Accountant

STATEMENT OF NET POSITION

JUNE 30, 2014

	Governmental Activities
ASSETS	
CURRENT:	
Cash and cash equivalents	$ 5,321,751
Investments	1,083,562
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes	104,799
Tax liens and foreclosures	413,388
Motor vehicle excise taxes	33,094
Intergovernmental	1,165,393
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental	852,273
Capital assets, net of accumulated depreciation:	
Nondepreciable	5,982,246
Depreciable	9,089,143
TOTAL ASSETS	24,045,649
DEFERRED OUTFLOWS OF RESOURCES	
Deferred charges on refunding	18,962
LIABILITIES	
CURRENT:	
Warrants payable	371,008
Accrued payroll	135,332
Tax refunds payable	62,000
Accrued interest	79,580
Other liabilities	41,889
Compensated absences	14,700
Notes payable	864,500
Bonds payable	740,000
NONCURRENT:	
Compensated absences	132,800
Postemployment benefits	3,191,305
Bonds payable	3,755,000
TOTAL LIABILITIES	9,388,114
NET POSITION	
Net investment in capital assets	10,952,561
Restricted for:	
Permanent funds:	
Expendable	64,940
Nonexpendable	95,955
Gifts and grants	885,952
Unrestricted	2,677,089
TOTAL NET POSITION	$ 14,676,497

STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2014

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue
Primary Government:					
Governmental Activities:					
General government	$ 1,504,782	$ 312,696	$ 30,643	$ -	$ (1,161,443)
Public safety	3,334,049	456,182	65,386	-	(2,812,481)
Education	14,578,020	533,174	2,522,052	-	(11,522,794)
Public works	1,695,332	160,062	8,630	216,371	(1,310,269)
Human services	135,137	28,748	-	-	(106,389)
Culture and recreation	557,155	21,091	46,182	-	(489,882)
Interest	438,635	-	-	-	(438,635)
Total Governmental Activities	$ 22,243,110	$ 1,511,953	$ 2,672,893	$ 216,371	$ **(17,841,893)**

	Governmental Activities
Changes in net position:	
Net (expense) revenue from Primary Government (Above)	$ **(17,841,893)**
General revenues:	
Real estate and personal property taxes, net of tax refunds payable	16,557,463
Tax liens	28,722
Motor vehicle and other excise taxes	685,452
Hotel/motel tax	212,467
Penalties and interest on taxes	22,952
Payments in lieu of taxes	68,679
Grants and contributions not restricted to specific programs	232,037
Unrestricted investment income	10,260
Gain (loss) on sale of capital assets	(5,320,015)
Miscellaneous	60,853
Total general revenues	12,558,870
Change in net position	(5,283,023)
Net Position:	
Beginning of year	19,959,520
End of year	$ 14,676,497

GOVERNMENTAL FUNDS
BALANCE SHEET

JUNE 30, 2014

	General	Affordable Housing Trust	Highway Chapter 90 Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents	$ 3,683,306	$ 140,823	$ -	$ 112,404	$ 1,385,218	$ 5,321,751
Investments	733,275	240,863	-	-	109,424	1,083,562
Receivables, net of uncollectibles:						
Real estate and personal property taxes	104,799	-	-	-	-	104,799
Tax liens and foreclosures	413,388	-	-	-	-	413,388
Motor vehicle excise taxes	33,094	-	-	-	-	33,094
Intergovernmental	1,136,365	-	881,301	-	-	2,017,666
TOTAL ASSETS	$ 6,104,227	$ 381,686	$ 881,301	$ 112,404	$ 1,494,642	$ 8,974,260
LIABILITIES						
Warrants payable	$ 338,640	$ -	$ -	$ 8,097	$ 24,271	$ 371,008
Accrued payroll	126,617	-	-	-	8,715	135,332
Tax refunds payable	62,000	-	-	-	-	62,000
Other liabilities	235	-	-	-	41,654	41,889
Notes payable	-	-	-	864,500	-	864,500
TOTAL LIABILITIES	527,492	-	-	872,597	74,640	1,474,729
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue	1,658,122	-	881,301	-	-	2,539,423
FUND BALANCES						
Nonspendable	-	-	-	-	95,955	95,955
Restricted	-	381,686	-	-	1,324,047	1,705,733
Committed	69,779	-	-	-	-	69,779
Assigned	109,849	-	-	-	-	109,849
Unassigned	3,738,985	-	-	(760,193)	-	2,978,792
TOTAL FUND BALANCES	3,918,613	381,686	-	(760,193)	1,420,002	4,960,108
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	$ 6,104,227	$ 381,686	$ 881,301	$ 112,404	$ 1,494,642	$ 8,974,260

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL
FISCAL YEAR ENDED JUNE 30, 2014

	Budgeted Amounts						
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
REVENUES:							
Real estate and personal property taxes, net of tax refunds	$ -	$ 16,468,995	$ 16,468,995	$ 16,468,995	$ 16,671,387	$ -	$ 202,392
Motor vehicle and other excise taxes	-	836,000	836,000	836,000	913,513	-	77,513
Payments in lieu of taxes	-	30,000	30,000	30,000	68,679	-	38,679
Intergovernmental	-	1,836,729	1,836,729	1,836,729	1,861,627	-	24,898
Departmental and other	-	488,000	488,000	488,000	597,468	-	409,468
Investment income	-	12,000	12,000	12,000	10,240	-	(1,760)
TOTAL REVENUES	-	19,671,724	19,671,724	19,671,724	20,122,914	-	451,190
EXPENDITURES:							
Current:							
General government	70,298	1,038,573	1,108,871	1,035,795	940,551	41,116	54,128
Public safety	76,787	2,416,136	2,492,923	2,503,178	2,408,981	40,755	53,442
Education	274,884	11,584,514	11,859,398	11,859,399	11,571,432	71,667	216,300
Public works	23,288	1,024,961	1,048,249	1,162,133	1,120,262	10,098	31,773
Human services	2,044	101,245	103,289	92,810	85,600	1,685	5,525
Culture and recreation	1,470	364,644	366,114	387,696	364,546	7,976	15,174
Pension benefits	-	592,504	592,504	592,504	592,504	-	-
Property and liability insurance	-	90,000	90,000	103,364	87,045	-	16,319
Employee benefits	31,539	1,491,012	1,522,551	1,505,019	1,321,120	6,330	177,569
State and county charges	-	73,440	73,440	73,440	66,218	-	7,222
Debt service:							
Principal	-	745,000	745,000	745,000	745,000	-	-
Interest	-	440,673	440,673	440,672	440,668	-	4
TOTAL EXPENDITURES	480,310	19,962,702	20,443,012	20,501,010	19,743,927	179,627	577,456
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(480,310)	(290,978)	(771,288)	(829,286)	378,987	(179,627)	1,028,646
OTHER FINANCING SOURCES (USES):							
Sale of capital assets	-	-	-	-	453	-	453
Transfers out	-	(218,000)	(218,000)	(218,000)	(218,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES	-	(218,000)	(218,000)	(218,000)	(217,547)	-	453
NET CHANGE IN FUND BALANCE	(480,310)	(508,978)	(989,288)	(1,047,286)	161,440	(179,627)	1,029,099
BUDGETARY FUND BALANCE, Beginning of year	2,670,355	2,670,355	2,670,355	2,670,355	2,670,355	-	-
BUDGETARY FUND BALANCE, End of year	$ 2,190,045	$ 2,161,377	$ 1,681,067	$ 1,623,069	$ 2,831,795	$ (179,627)	$ 1,029,099

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

FISCAL YEAR ENDED JUNE 30, 2014

	General	Affordable Housing Trust	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Real estate and personal property taxes, net of tax refunds	$ 16,624,591	$ -	$ -	$ -	$ 16,624,591
Motor vehicle and other excise taxes	913,513	-	-	-	913,513
Payments in lieu of taxes	68,679	-	-	-	68,679
Intergovernmental	2,580,282	-	-	530,061	3,110,343
Departmental and other	597,468	4,574	-	1,058,299	1,660,341
Contributions	-	-	-	4,052	4,052
Investment income	22,451	-	-	1,941	24,392
TOTAL REVENUES	20,806,984	4,574	-	1,594,353	22,405,911
EXPENDITURES:					
Current:					
General government	940,551	3,873	41,953	362,606	1,348,983
Public safety	2,408,981	-	318,549	225,616	2,953,146
Education	11,571,432	-	147,619	976,970	12,696,021
Public works	1,120,262	-	166,226	115,467	1,401,955
Human services	85,600	-	-	32,601	118,201
Culture and recreation	364,546	-	-	35,839	400,385
Pension benefits	1,311,159	-	-	-	1,311,159
Property and liability insurance	87,045	-	-	-	87,045
Employee benefits	1,321,120	-	-	-	1,321,120
State and county charges	66,218	-	-	-	66,218
Debt service:					
Principal	745,000	-	-	-	745,000
Interest	440,668	-	-	-	440,668
TOTAL EXPENDITURES	20,462,582	3,873	674,347	1,749,099	22,889.901
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	344,402	701	(674,347)	(154,746)	(483,990)
OTHER FINANCING SOURCES (USES):					
Sale of capital assets	453	-	-	-	453
Transfers in	-	-	13,000	5,000	18,000
Transfers out	(18,000)	-	-	-	(18,000)
TOTAL OTHER FINANCING SOURCES (USES)	(17,547)	-	13,000	5,000	453
NET CHANGE IN FUND BALANCES	326,855	701	(661,347)	(149,746)	(483,537)
FUND BALANCES AT BEGINNING OF YEAR	3,591,758	380,985	(98,846)	1,569,748	5,443,645
FUND BALANCES AT END OF YEAR	$ 3,918,613	$ 381,686	$ (760,193)	$ 1,420,002	$ 4,960,108

TAX COLLECTOR
FISCAL YEAR 2014

REAL ESTATE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/13	COMMITMENTS	TAX TITLE EXEMPTIONS ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/14
2014	$ -	16,106,132.84	$ 96,570.89	$ 15,961,795.91	$ 16,859.59	$ 64,625.63
2013	$ 171,853.21	$ -	$ 33,942.53	$ 157,083.11	$ 19,532.43	$ 360.00
2013 SUPP	$ -	$ 578.36	$ -	$ 578.36	$ -	$ -
2012	$ 6,940.18	$ -	$ 6,940.18	$ -	$ -	$ -
2011	$ -	$ -	$ 3,978.28	$ -	$ 3,978.28	$ -
2009-2014 ROLL-BACK	$ -	$ 20,274.31	$ -	$ 20,274.31	$ -	$ -
	$ 178,793.39	$ 16,126,985.51	$ 141,431.88	$ 16,139,731.69	$ 40,370.30	$ 64,985.63

PERSONAL PROPERTY TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/13	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/14
2014	$ -	535,416.25	$ 1,025.40	$ 535,500.12	$ 1,456.31	$ 347.04
2013	$ 11,380.17	$ -	$ -	$ 11,380.17	$ -	$ -
	$ 11,380.17	$ 535,416.25	$ 1,025.40	$ 546,880.29	$ 1,456.31	$ 347.04

MOTOR VEHICLE EXCISE TAX

FISCAL YEAR	UNCOLLECTED AS OF 7/1/13	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/14
2014	$ -	629,651.16	$ 11,547.77	$ 600,834.80	$ 4,816.34	$ 22,084.93
2013	$ 37,964.06	$ 71,992.00	$ 4,179.40	$ 102,494.35	$ 3,799.60	$ 7,081.91
2012	$ 7,674.21	$ -	$ 949.90	$ 5,011.17	$ 886.88	$ 2,600.02
2011	$ 3,617.53	$ -	$ 343.96	$ 1,509.08	$ 320.52	$ 2,085.01
2010	$ 2,763.13	$ -	$ 245.00	$ 961.77	$ 245.00	$ 1,801.36
2009	$ 2,714.90	$ -	$ 2,684.59	$ 275.31	$ 245.00	$ -
2008	$ 3,042.29	$ -	$ 2,769.79	$ 272.50	$ -	$ -
2007	$ 3,422.83	$ -	$ 3,422.83	$ -	$ -	$ -
2006	$ 4,589.15	$ -	$ 4,589.15	$ -	$ -	$ -
2005	$ 20.00	$ -	$ 20.00	$ -	$ -	$ -
1984-2004	$ -	$ 392.61	$ -	$ 392.61	$ -	$ -
	$ 65,808.10	$ 702,035.77	$ 30,752.39	$ 711,751.59	$ 10,313.34	$ 35,653.23

ADDITIONAL REVENUES COLLECTED DURING FY 2014

INTEREST	$ 23,082.35
MUNICIPAL LIEN CERTIFICATES	$ 5,250.00
DUPLICATE TAX BILL CHARGES	$ 1,386.00
DEMAND FEES	$ 16,740.00
DEPUTY FEES	$ 9,095.50
REGISTRY CLEAR FEES (MVE)	$ 1,560.00
CERTIFICATE FEES	$ 6.00
TOTAL	$ 57,119.85

RESPECTFULLY SUBMITTED,
MARY P. SHEMOWAT, CMMC
TAX COLLECTOR

TOWN TREASURER

Herewith is presented my **first** report as Treasurer in the Town of Boxborough.

RECAPITULATION	$
Treasurer's Cash Balance, 7/1/13	4,742,822.92
Treasurer's Trust Fund Balance, 7/1/13	1,581,906.51
Subtotal	6,324,729.43
FY2014 Receipts	22,405,134.48
Less FY2014 Approved Disbursements	(22,085,101.76)
Treasurer's Cash Balance, 6/30/14	**6,644.762.15**
General Ledger Cash Balance, 6/30/14	4,320,782.83
General Ledger Trust Fund Balance, 6/30/14	1,903,374.11
	6,224,156.94
TOTAL DEBT JUNE 30, 2014	**5,240,000.00**

PROJECTED LONG-TERM DEBT	Principal	Interest	Total
	$		
FY 2014	745,000.00	185,241.25	930,241.25
FY 2015	740,000.00	158,141.25	898,141.25
FY 2016	985,000.00	188,437.71	1,173,437.71
FY 2017	955,000.00	155,847.50	1,110,847.50
FY 2018	895,000.00	122,722.50	1,017,722.50
FY 2019	555,000.00	97,335.00	652,335.00
FY 2020	525,000.00	78,485.00	603,485.00
FY 2021	395,000.00	60,635.00	455,635.00
FY 2022	395,000.00	46,527.50	441,527.50
FY 2023	335,000.00	32,904.38	367,904.38

Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

FY14 DEBT SERVICE BUDGET	Principal	Interest	Total Debt Svc.	Breakdown, %	Year Retired
	$				
Sewage Disposal Facility	30,000.00	14,077.50	44,077.50	4.88	2026
Water (Sewer/Water)	45,000.00	19,870.00	64,870.00	7.18	2026
Land Acquisition – Howe/Panek	30,000.00	9,030.00	39,030.00	4.32	2022
Affordable Housing	5,000.00	1,921.25	6,921.25	0.77	2024
Library	115,000.00	42,767.50	157,767.50	17.47	2024
Recreation Facility	35,000.00	3,500.00	38,500.00	4.26	2017
Fire Department/DPW Equipment	130,000.00	19,175.00	149,175.00	16.52	2020
School Debt	355,000.00	47,800.00	402,800.00	44.60	2018
RJ Grey	--	--	--	0.00	2025
Acton/Boxborough High School	--	--	--	0.00	2025
Total Debt	**745,000.00**	**158,141.25**	**903,141.25**	**100.00**	

TOWN TREASURER FY 14 RECEIPTS

Account Name	Receipt Amount, $
Other Taxes - Motel Hotel Room Occupancy	212,466.88
Cell Tower Rental Fee	41,544.82
Miscellaneous License	45.00
Miscellaneous Permits	105.00
Federal Aid	23,865.42
Exemptions to the Blind	-
Exemptions to Elderly	1,512.00
Miscellaneous Revenue	60,094.57
Sale of Vehicles/Fixed Asset	1.00
ART25 ATM13 Trans from Gen Fund to Conserv. Trust	(5,000.00)
ART19 ATM13 Transfer to Capital Projects	(13,000.00)
Transfer Station Fees - FY2014	116,182.50
Town Hall - Rental Fees	600.00
Liquor Licenses	9,000.00
Business Licenses	1,090.00
Payment in Lieu of Taxes	68,678.60
Assessor - Sale of Copies	511.00
Tax Liens	26,601.07
Interest - Tax Liens	1,971.45
Tax Lien Redemption Fees	150.00
Earnings on Investments	10,239.63
Treasurer Misc Rev	5.70
Tailings Unclaimed Checks	234.58
Personal Property - 2013	11,380.17
Personal Property - 2014	534,043.81
Real Estate - 2011	(3,978.28)
Real Estate - 2013	137,550.68
Real Estate - 2014	15,944,936.32
Motor Vehicle Excise - 2008	272.50
Motor Vehicle Excise - 2009	30.31
Motor Vehicle Excise - 2010	716.77
Motor Vehicle Excise - 2011	1,188.56
Motor Vehicle Excise - 2012	4,124.29
Motor Vehicle Excise - 2013	98,694.75
Motor Vehicle Excise - 2014	596,018.46
Interest - Property Taxes	19,879.09
Interest - Excise Taxes	3,072.78
Roll Back Taxes - 2009	2,599.17
Roll Back Taxes - 2010	4,497.50
Roll Back Taxes - 2011	4,728.84
Roll Back Taxes - 2012	4,517.69

Account Name	Receipt Amount, $
Roll Back Taxes - 2013	2,818.84
Roll Back Taxes - 2014	1,112.18
Real Estate Supplemental Tax - 2013	578.36
Municipal Lien Certificates	5,250.00
Duplicate Tax Bill Fees	1,386.00
Demand Fees	16,740.00
Collector Misc Rev	12.00
MVE Clear Fees	2,420.00
Town Clerk Fees	2,809.75
Dog License Bylaw - Fees	13.91
Town Clerk - Sale of Copies	70.90
Auction/Raffle License	120.00
Extended Polling Hours	4,142.00
Planning Board Fees	4,567.70
Board of Appeals Fees	400.00
Police Outside Detail Admin Fee	7,042.90
Police - Misc Fees	420.80
Police - Permits	860.11
Police Court Fines	3,736.00
Police Misc Fines	38,380.00
Police - Parking Fines	115.00
Ambulance Receipts	114,394.18
Fire - Misc Fees	27.00
Fire Alarm System maintenance fees	5,287.14
Fire - Permits	4,480.00
Building Dept. - Admin. Use Fees	3,887.70
Building - Sales of Copies	128.00
Building - Permits	100,210.44
Building Dept. - Other Permits	2,900.00
Dog Control Bylaw -Violations	165.00
Other School Revenue	160.00
School Aid CH70	1,320,503.00
DPW – Municipal Recycle Incentive Program	789.64
DPW - Permits	340.00
DPW - Sale of Vehicle	452.78
DPW Bulk Item Fees	5,525.00
Cemetery Fees	3,250.00
BoH Milk License	2.00
Board of Health - Permits	100.00
COA Misc Revenue	51.00
Rec Com Summer Program	13,854.00

Account Name	Receipt Amount, $
Rec Com Winter Programs	70.00
Recreation Revenue - Permits	-
School Construction Reimbursement	284,092.00
State Owned Land	3,003.00
Exemptions to VetsBlindSurv	9,122.00
Unrestricted General Government Aid	218,400.00
Mosquito Control Projects	(27,357.00)
Air Pollution Control Projects	(1,876.00)
MAPC	(1,613.00)
RMV Non-Renewal Charge	(2,680.00)
MBTA	(19,939.00)
Boston Metro Transit District	(12,753.00)
School Choice Assessment	-
Insurance Claim	28,900.00
Next FY Sticker	(9,000.00)
Sale of Cemetery Lots	300.00
Student Activities - Interest Revenue	19.48
Student Activities - Revenue	35,597.43
School Choice Revenue - FY2014	197,076.00
School Lunch Sales	77,682.98
Federal School Lunch Program	18,525.95
State School Lunch Program	1,954.21
Extended School Services - Revenue	262,582.40
Full Day K	88,474.00
BC Trust Emanuel Woods	1,100.00
Town Center Consulting	1,600.00
Craftsman Village	250.00
240 SPED 94-192 - FY2013	10,000.00
240 SPED 94-192 - FY2014	86,661.00
140 Title IIA Teacher Quality - FY2014	6,942.00
305 Title I Program - FY2014	17,680.00
262 SPED Early Childhood - FY2013	825.00
262 SPED Early Childhood - FY2014	5,761.00
201 RTTT Grant - FY2014	2,041.00
274 SPED Prog Improvement - FY2014	1,879.00
298 SPED Early Childhood	2,400.00
MCC Stars Grant Rev	2,300.00
COA Gift	1,415.00

Account Name	Receipt Amount, $
Collection Development Income	13,744.16
Collection Development Interest	19.58
Fire Public Education	1,500.00
ATT Comcast License	(6,925.05)
Verizon License	500.00
ATT Comcast Capital Cable Only	9,334.00
ATT Comcast Operations Salaries	20,500.22
Verizon PEG Access Cable Related	59,055.02
Verizon PEG Grant Technology Related	10,000.00
COA Special Events	1,960.00
Dog License Bylaw - Licenses	6,391.00
Dog License Bylaw - Fines	1,550.00
Cons Com - Town Bylaw Fee	4,503.00
GIS Assessor Maps	1,276.05
Community Gardens	310.00
Fire Alarm System Maintenance	(37.14)
Gas/Plumbing Inspection	9,880.00
Electrical Inspection	25,224.30
Senior Van Revenue	26,594.42
Library Fines	4,509.72
Field Permits	2,657.06
Cons Com - State WPA Fee	2,052.00
Police 911 Support Grant - FY2012	1,297.80
Police 911 Training Grant - FY2012	(326.54)
Police 911 Support Grant - FY2013	(802.82)
911 Regionalization	28,200.00
911 Support	16,485.00
DVAP Training	1,703.08
Fire Safe	5,704.00
Public Works SMRP Grant	7,500.00
Elder Affair Grant - FY2013	(0.40)
ABCC Grant	8,700.00
ABCC Grant Interest	12.32
Technology Capital Fund	3,616.11
Elder Affairs	5,696.00
Police Outside Detail Revenue - FY2013	27,694.50
Pre K	89,221.40
Dept Justice Grant	2,585.00
AFG	6,713.00
Hager Blanchard Generator Rev	100,000.00
Trail Guides - Revenue	10.00
NE Grass Roots Environmental Grant	(2.50)
EMS Gift Chernack - Revenue	240.00

Account Name	Receipt Amount, $
Blanchard Educational Gift Fd	2,070.00
Insurance Claim Revenue - School	15,213.05
Library Copy Machine Gift Fund	817.00
Educ. Circuit Breaker Revenue - FY2014	90,357.00
BAN Proceeds ART12 ATM13 Response Vehicle	47,500.00
BAN Proceeds ART13 ATM13 - Ambulance FY2013	220,000.00
BAN Proceeds ART21 ATM13 - Security Upgrade	40,000.00
ART23 ATM12 Ban Proceeds - Blanchard Roof	-
BAN Proceeds ART20 ATM13 - School Wind.	90,000.00
Transfer t0 Police ART17 ATM13	(1,342.00)
Ban Proceeds -ART15 ATM12 Field Lawnmower	-
Ban Proceeds ART14 ATM12 DPW Generator	-
BAN Proceeds ART15 ATM13 Terrain Mower	100,000.00
BAN Proceeds ART16 ATM13 Dumpsters	20,000.00
Transfer to ART17 ATM13 Police HVAC	-
BAN Proceeds ART09 ATM13 Town Hall Windows	35,000.00
Bond Proceeds ART17 ATM13 Police HVAC	1,478.11
BAN Proceeds ART17 ATM13 HVAC Systems	32,000.00
ART19 ATM13 Transfer from General Fund	13,000.00
Transfer in from Cap Project Fund	1,342.00
Planning Flagg Hill Road LLC Consulting	660.00
OPEB Trust Fund Interest	3,787.43
Cemetery Perpetual Care Trust - NonExpendable	300.00

Account Name	Receipt Amount, $
Peter F Whitcomb Trust Interest	431.54
Hammonds Scholarship Trust Interest	255.47
Roy F Custance EMT Trust Interest	13.99
Cemetery Perpetual Care Interest	1,001.23
Grace Priest Cemetery Trust Interest	80.67
War Memorial Trust Interest	14.93
Reita I Bean Trust Interest	123.28
Siemens Trust Interest	123.69
Valerios Trust Interest	12.38
Henry H Brooks Trust Interest	37.09
A W Wetherbee Trust Interest	1.23
Grace Priest Library Trust Interest	80.68
BAHT Interest	4,573.57
Conservation Trust Interest	374.28
Conservation Trust Donations	227.00
ART25 ATM13 - Trans in from General Fund	5,000.00
Law Enforcement Trust - Expendable	3,752.00
P Hall Scholarship	650.60
Stabilization Interest	12,210.59
Deferred Compensation WH	93.76
Long Term Disability WH	16.84
School Meals Tax	369.18
School Guaranteed Deposits	(50.00)
DPW Guaranteed Deposits	(3,042.30)
Town Hall - GD	1,250.00
Group Health Ins. WH	129,882.04
Life Insurance WH	733.20
Police Outside Detail	132,303.30
Fire Outside Details	1,890.00
Deputy Collector Fees	9,095.50
Pistol Permit State Portion	4,114.89
GEO TMS Fees - Building Permits	6,375.56
Total Receipt Amount, $	**22,405,134.48**

TOWN TREASURER TRUST FUND REPORT FY 2014

Affordable Housing Trust Fund
The Affordable Housing Trust Fund balance at June 30, 2014 was $376,775. Interest of $4,573.57 was earned on the fund in FY 2014 and expenditures of $24,759 were made from it. The balance at the end of the fiscal year was $356,590.

Reita Bean Library Book Fund
This fund was established in memory of the late librarian, Reita I. Bean. The sum of $10,130 was given to the Town by her family and friends. The interest earned in FY 2014 was $129.13. No expenditures were made from the fund this year. The balance at fiscal year's end was $10,259.

Henry H. Brooks Library Fund
The sum of $3,000.00 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY 2014 was $37. No expenditures were made from the fund. The fund balance at year-end was $3,086.

Cemetery Perpetual Care Fund
The Cemetery Perpetual Care Fund balance on June 30, 2014 was $52,750. In FY 2014, $300 was added to the non-expendable portion of the Fund, bringing the balance to $53,050. Interest earned on the Fund in FY 2014 was $501. No expenditures were made from the fund, leaving a balance of $29,881in the expendable portion of the fund.

Conservation Fund
The Conservation Fund balance was $27,332 on June 30, 2014. $5,000 was added at Town Meeting. Interest earned on this fund in FY 2014 was $601. Expenditures of $500 were made from the fund during the year, leaving a fund balance at year-end of $32,433.

Roy F. Custance E.M.T. Fund
Interest earnings on this fund are to be used for the purchase of a medical book for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY 2014 was $14 leaving a fund balance of $1,164. $1,075.00 of these funds is non-expendable.

Patricia A. Hall Scholarship Fund
This fund was established in memory of Patricia A. Hall. Mrs. Hall taught 5th and 6th grades at the Blanchard Memorial School from 1966 to 1986. The balance of this fund on June 30th, 2014 was transferred to the Acton Boxborough Regional School District as part of regionalization.

John R. & Elsie G. Hammond Scholarship Fund
The sum of $20,000.00 was given to set up this trust by John and Elsie Hammond. The interest income from this fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. A $750 scholarship was awarded in FY 2014. The interest earned on this fund in FY 2014 was $255. The fund balance is $20,872 of which $20,000 is non-expendable.

Grace M. Priest Memorial Fund
The sum of $1,120.27 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the non-expendable portion of the fund to $12,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 2014 was $161. Expenditures of $797 were made from the Fund in FY 2014. The fund balance is $13,079.

Siemen's Library Fund
The sum of $10,000.00 was a gift to the Library, and interest earned in FY 2014 was $123.69. Interest may be expended for the purchase of art- related books and materials. No expenditures were made from the fund this year. The fund balance at year-end was $10,290.

Stabilization Fund
Interest earned on the Stabilization Fund during FY 2014 totaled $12,211. May 2014 Town Meeting, Article 11 authorized a transfer into the Stabilization Fund of $200,000. The Stabilization Fund balance as of 6/30/14 is $1,119,293. Expenditures from the fund require a 2/3 approval at Town Meeting and may not be for wage and salary expenses.

Elisabeth Oliver Valerio & Manual C. Valerio Fund
The sum of $1,000.00 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subjects of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY 2014 was $12.38. No expenditures were made from the fund this year. The fund balance at year-end was $1,029.

War Memorial Fund
The sum of $600.00 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 2014 was $15, and the fund balance as of June 30, 2014, was $1,241.

A. Winslow Wetherbee Fund
The sum of $100.00 was left by Mr. Wetherbee, and interest earned may be spent on Library uses. Interest earned in FY 2014 was $1. No expenditures were made from the fund this year. The fund balance at year end was $103.

Peter F. Whitcomb Fund
$5,000.00 was given for highway uses. Interest in FY 2014 totaled $432. There were no expenditures made from the fund in FY 2014. The Fund balance at the end of the year was $35,911.

FINANCE COMMITTEE

Boxborough's Finance Committee (FinCom) is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM) in May. The Finance Committee seeks to communicate to the voters the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums. As part of this, the Finance Committee maintains and updates the Town Capital Plan, which provides a forward view of potential capital expenditure.

The 2014 fiscal year ended on June 30, 2014. Over the course of the year the Finance Committee approved $185,532 in reserve fund transfers, 0.2% more than the budgeted amount of $185,000, allowable because of a transfer in approved at the Special Town Meeting in May. These reserve fund transfers are proposed by department heads, approved by the appropriate elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers in FY 2014 included salaries for overtime for the Police Department and Dispatch Department, DPW expenses for equipment repair for snow and ice removal, and replacement doors for the Library.

Throughout FY 2014, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of the key events, points of interest, or issues during FY 2014 are documented below:

- Presentations at the ATM on the Town's current financial status and near-term budget projections
- Presentation to the ATM on the Boxborough Capital Plan
- Discussion of warrant articles including, but not limited to, the town budget, capital purchases, and moving funds into the Stabilization Fund
- Discussions with the Personnel Board over financial aspects of the proposed revision to compensation schemes
- Discussions with a number of individuals and various stakeholder groups in relation to the potential adoption of the Community Preservation Act in Boxborough

The Finance Committee continues to have active liaisons to the many boards and committees in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons review both the committee budgets and the warrant articles. The Finance Committee also has as a permanent seat on the Affordable Housing Trust. The Finance Committee bylaw allows FinCom members to actively vote on town building committees although there are currently no active building committees in town. The Finance Committee continues to provide feedback to the various committees in town.

Summary of Fiscal Year 2014 Budget –Approved vs. Actual

Budget Category	FY 2014 Budget, $		% Expended
	ATM	Actual	
General Government	853,573	884,191	103.6
Protection	2,308,012	2,313,070	100.2
Blanchard School	5,798,320	5,535,784	95.4
A/B Regional School	5,568,636	5,568,636	100.0
Minuteman Technical School	177,558	177,558	100.0
Public Works	1,014,961	1,012,185	99.7
Cultural, Recreation, Library	364,644	363,797	99.7
Health	86,823	83,851	96.6
Reserve Fund	185,000	185,532	100.2
Debt Service	1,185,673	1,185,668	100.0
Employee Benefits*	2,073,516	1,887,285	91.0
Total Operating Budget	19,616,716	19,197,557	97.9
ATM warrant article within 2 ½**	1,050,054	1,002,295	95.5
Snow and Ice Deficit	0	0	N/A
Overlay reserve	175,000	172,565	98.6
Total budget	**20,841,770**	**20,372,417**	**97.7**

* Includes town employees and Blanchard School employees.

** Includes all warrant articles.

The shortfall in individual budgets was covered by use of the Town's reserve fund. The actual sources of funds for FY 2014 are listed in the following table.

Revenue Sources for ATM	Revenue, $
Maximum Allowable Tax Levy (Prop. 2-1/2)	17,908,334
State Aid	1,840,774
Local Receipts (Excise tax, Permits)	1,558,724
Overlay Reserve Released to Fund Budget	0
Total Revenue	21,307,832
Free Cash	1,940,414
Stabilization Fund	1,119,293

Pertinent information

- Boxborough's bond rating from Standard and Poor's is showing AAA.
- Median single-family house price was $505,250.
- Town valuation is $976,999,303.

Boxborough created a ten-year rolling Capital Plan. This plan was presented at ATM for the first time in 2010. The current five-year estimate for capital expenditure is shown in the following table.

	FY 14	FY 15	FY 16	FY 17	FY 18
			$		
Conservation	5,000	5,000	5,000	5,000	5,000
Town Hall	0	13,000	72,000	0	86,000
Police	69,000	167,000	88,000	80,000	61,000
Fire	820,000	0	86,000	0	255,000
Dispatch	0	14,500	7,500	25,000	0
ABRS	0	0	20,000	0	0
Public Works	326,425	215,000	230,000	73,000	234,000
Transfer Station	0	15,000	15,000	15,000	0
Cemetery	0	0	0	0	5,000
Library	26,000	0	12,500	255,500	46,000
Steele Farm	15,000	95,000	0	45,000	15,000
Total	**1,261,425**	**524,500**	**536,000**	**498,500**	**707,000**
Total Projected Debt	**985,000**	**955,000**	**895,000**	**555,000**	**525,000**

The Capital Plan is an evolving program, reviewed by the Finance Committee on a regular basis, and will change from year to year. It makes no assumptions about sources of funding for any items and so may include items that could be considered for funding through the CPA. It is also worth noting that of the anticipated expenditure over the next five years, slightly more than half is for vehicle purchases.

ANIMAL CONTROL OFFICER

During the year 2014, I responded to numerous calls regarding injured or deceased animals and birds. These included:

Animal	Number of Calls	Animal	Number of Calls
Bat	2	Heron	1
Beaver	3	Opossum	2
Bird	2	Parakeet	1
Chicken	2	Raccoon	12
Coyote	1	Rooster	3
Deer	2	Snake	1
Fox	3	Squirrel	2
Goose	1	Turkey	3
Hawk	2	Turtle	1
Unknown	1		

I also responded to numerous telephone inquiries regarding birds and animals.

Respectfully submitted
Donald C Morse, Animal Control Officer

ANIMAL INSPECTOR

The annual farm animal inspection and count was conducted for the year 2014. Anyone owning farm animals that was not contacted, please notify the Boxborough Board of Health.

Animal	Count	Animal	Count
Horses	41	Goats	15
Llama	1	Sheep	163
Pea hen	1	Geese	6
Pigs	31	Cows	32
Chickens	290	Ducks	2
Guinea hens	20	Ponies	3

The farm animals were inspected at 32 locations.

Respectfully submitted,
Donald C. Morse, Animal Inspector

FIELD DRIVER

There were thirteen reports of loose livestock in January, May, June, July, August, September, and October. The loose animals included horses, a peacock, a rooster, a pig, a chicken, a baby goat, and guinea fowl.

Respectfully submitted,
Phyllis Tower, Field Driver

ANIMAL CONTROL – DOGS AND CATS

Dogs Licensed
Total number of 668.

Kennel Licenses

$25	1
$50	1
$75	3

MGL Chapter 140, section 137A, regarding a personal kennel license was added to Boxborough's dog license bylaw.

Dogs

Barking	4
Loose	34
Dogs found out of town	1
Questions answered by phone	numerous
Concern for safety	3
Reported missing from town	7
Reported missing from out of town	2
Found	16
Vicious	2

Cats

Lost/found	8
Vicious	1

Building a regional collaboration to address challenges and opportunities that are too big to take on alone, the Town of Boxborough in July 2014 entered into an intermunicipal agreement with the Town of Littleton for animal control officers (ACOs). In addition to the Boxborough ACO calls, the 42-plus calls listed below were handled by our partner community.

Littleton Dogs

Found	12
Loose	7
Hit by car	1
Custody of dog from motor vehicle accident	1
Neglect	3
Aggressive	3
Owner reported missing	1
Questions answered by phone	numerous

Littleton Other Animals

Cats	7
Wildlife	6
Other (found ferret)	1

Respectfully submitted,
Phyllis Tower, Animal Control

BOARD OF REGISTRARS

The Board of Registrars conducted the Annual Census as of January 1, 2014, which showed the population of Boxborough to be 5,082. There were three voter registration sessions held during the year in preparation for the Annual Town Meeting/Election on May 12/19, the State Primary on September 9, and the State Election on November 4. As of the last voter registration, there were 3,525 registered voters in town. There were two citizens' petitions received to add two articles to the ATM warrant.

OFFICE OF THE TOWN CLERK – VITAL STATISTICS

There were 26 births recorded for the year 2014. There were 16 marriages. The total number of deaths recorded was 14.

BUILDING DEPARTMENT

The Building Department saw an increase in construction activity during 2014. The 165 building permits issued produced $16, 035,856 in new construction. The bulk of that work was at commercial properties on Beaver Brook Parkway and Central Street, indicating corporate confidence in the economy and their commitment to doing business in Boxborough. Permits were issued for four new single-family homes and a wide variety of smaller projects.

Many projects were undertaken at municipal facilities during 2014. At the Annual Town Meeting in May 2013, voters approved $275,000 for paving projects at the Town Hall, DPW facility, and the Historical Museum. Through competitive bidding, we were able to get the work done for considerably less than that. Also at the Museum, the basement was cleaned out, a new hot air furnace was installed to replace a long-inoperable unit, and emergency lights were repaired.

Work continued in our efforts to catch up on maintenance and improvements at the Town Hall. All of the offices, bathrooms, and meeting rooms (excluding the Grange Room) were painted and new carpet was installed throughout the building. A new office was created next to the stage on the second floor for the new Community Services Coordinator. We would like to extend a BIG thank you to Juan Barrios from the Department of Public Works for all his hard work with the painting project and construction of the office.

In the spring of 2014, it was discovered that there had been a partial collapse of a foundation wall under the Steele Farm house. Working with the Steele Farm Advisory Committee and the Board of Selectmen, much time and effort was spent investigating the cause and what could/should be done to stabilize the building. It appeared that water migrating through the foundation and being prone to freeze-thaw cycles was to blame for the dry-laid stone foundation failure. An engineer and a contractor that restores old buildings were brought in to assess the house, and it became apparent that it would be cost-prohibitive to do anything other than stabilize the structure as well as we could. The fallen rocks were removed, shoring posts were installed, and enough electric heat was installed to prevent the freeze-thaw cycle from causing further collapse.

Looking ahead, the next few years are likely to be busy for the Town and the Building Department. Construction projects already in the queue include four homes on Emanuel Drive, three homes on Flagg Hill, the 244-unit apartment project off Cunningham Road, and possibly development of the Town Center parcel. At the Town Hall, it is anticipated that the stage area/lobby renovation project will move forward. I am hopeful that the restoration of the Grange Room will be approved at Town Meeting so that we can return that hall to its early 1900s beauty while outfitting it with 21st-century technology. On the exterior, with the parking lot paving complete, landscape and signage improvements are planned to clean up the property and provide a more pleasing street presence.

I would be remiss to conclude this report without recognizing and thanking the staff of the Building Department. Gary Corey and Charlie Weeks continued their dedicated service as the Town's Plumbing and Electrical Inspectors, respectively. Both bring many years of knowledge and experience to their positions, and I am lucky to work with them. Denise Monteiro joined our staff in March 2014 as the Department Assistant. Her energy and organization have been a welcome addition to our office. Her friendliness and quick smile greet all who walk through the door.

Respectfully submitted,
David Lindberg, C.B.O., Inspector of Buildings

2013/2014 BUILDING PERMITS ISSUED

	2014	2013
New Construction		
Residential / Single-Family	4	9
Commercial	0	0
Telecommunications	6	1
Pools	2	3
Shed / Barn	2	7
Additions / Alterations		
Residential	100	117
Commercial	20	8
Mechanical / Sheet Metal	13	9
Demolition	1	1
Sign	9	5
Woodstove	9	5
Tents	3	2
Total Building Permits	**165**	**154**
Construction Cost, $	**16,035,856.19**	**5,777,658**
Permit Fees, $	**163,554.53**	**59,078**

ELECTRICAL INSPECTOR

I hereby submit my report for the year ending December 31, 2014:

Total Electrical Permits	197
Total Fees Collected	**$61,661**

PLUMBING INSPECTOR

I hereby submit my report for the year ending December 31, 2014:

Total Plumbing Permits	106
Total Fees Collected	**$6,690**
Total Gas Permits	69
Total Fees Collected	**$4,400**

BOXBOROUGH FIRE DEPARTMENT

In review, in 2014 the Fire Department responded to a total of 1,541 calls for service, 345 of which were medical emergencies. A partial breakdown of these calls, separated by incident type, appears at the end of this report.

The Department continues its progressive training program, keeping up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. During the 2014 Annual Town Meeting, the Department received approval for the funding to purchase $232,000 Air Paks and a $150,000 brush truck. The brush truck is scheduled for delivery in June of 2015 and will replace the 1999 truck now in use.

The Department also hired two full-time Firefighter/EMTs. Sean Kennefick and Jason Galofaro have both graduated from the Massachusetts State Firefighting Academy. We welcome them to our department and wish them success in their careers.

For Fiscal Year 2015, the Department was awarded $3,523 for its S.A.F.E. (Student Awareness of Fire Education) grant from the State. The theme for this grant is to educate children about the dangers of fire and smoking. The grant money helps to defray the cost of firefighters' conducting classes, along with the purchase of promotional supplies and training equipment. Fire Department personnel continue to deliver the popular CPR Training with the 6th-grade science curriculum on the circulatory system. This lesson continues to be well-received by the students and has empowered them with critical lifesaving skills. We continue to expand our programming in all grades with new programs each year. We would like to thank the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency.

In addition, the department was awarded $2,495 for its Senior S.A.F.E. program. This is the second year that the Department has received this grant. In the Fall of 2014, the Department rolled out a Smoke and Carbon Monoxide Detector Check program where firefighters visited the houses of seniors and assisted them with testing all detectors. In addition, while the firefighters were testing the detectors, they also replaced the batteries. This program had a very successful initial launch. The program was also made available to all members of the community through Public Education funding, raised through CPR Course fees. We encourage every homeowner in the community to take advantage of this program on a regular basis.

Lt. Shawn Gray and Lt. Jason Malinowski continue to administer the Child Passenger Safety program. During the current year, car seats were installed or inspected in 90 different vehicles. On many of these inspections, more than one seat was actually inspected. The Department received its second $1,500 grant from the Massachusetts Executive Office of Public Safety and Security. This competitive grant process allowed for the purchase of child passenger safety seats, which are used to replace car seats that are inspected and do not meet the necessary standards. Residents are encouraged to make an appointment to have their car seat checked regularly to ensure it is installed properly and is the appropriate seat for their child. Appointments are available seven days a week and all services are free of charge.

The Town of Boxborough was designated as a "Heart Safe Community" by the State of Massachusetts. The Department's CPR Instructors continue to offer numerous classes to individual residents and local businesses on a regular basis. The Department has an online training module, which allows us to train residents in a more efficient manner. Instead of waiting each quarter for a live class to be offered, residents can now start taking a course the same day on their computer and then schedule an appointment for skills check off, once they have completed the online classroom program. This program has greatly increased the number of people that we were able to certify within a given year. We are also continuing to work with local sports leagues to facilitate any CPR, First Aid, and Safety training they require.

The Department's website (www.boxboroughfire.com) continues to be maintained on a regular basis and is a key resource for any emergency messages or public safety announcements, as well as to register for various public education programs and inspections.

The number of fire prevention permits issued this past year totaled 194 and ranged from smoke and CO detectors, fire alarms and blasting, to oil burners and automatic sprinkler systems. 205 inspections were performed for items ranging from code compliance to occupancy. We expect 2015 to have a greater number of inspections due to the increase of renovations at numerous large commercial buildings.

Locating homes in emergency situations is still a problem, as many residents have not sufficiently numbered their mailboxes and driveway entrances. A properly marked address will greatly diminish the time it takes for our responders to confirm a destination when seconds count.

Massachusetts General Law Chapter 148 Section 26F and Section 26 ½ require smoke and carbon monoxide detectors in all residences in the Commonwealth. It is a proven fact that these detectors save lives if properly installed, maintained, and tested on a regular basis. Remember when you change your clocks for daylight savings time, change the batteries in your smoke and carbon monoxide detectors. "Change Your Clocks, Change Your Batteries."

In closing, I wish to thank all the members of the Boxborough Fire Department for dedicated and professional service to this community and for routinely putting their lives on the line for us every day. Without their hard work and perseverance, this Fire Department would not be where it is today. I would also like to thank the members of the Boxborough Police Department and Boxborough Public Works Department, as well as all other town departments, boards, and officials who have helped us accomplish our never-ending mission for one more year.

Respectfully submitted,
Randolph T. White, Fire Chief

Fire Department Statistics – Calendar Year 2014

Aircraft Incident	0	Medical Assist	91
Alarm Box Maintenance	419	Medical Emergency	279
Alarm Investigation	98	Motor Vehicle Accident	43
Detail/Fire Watch	0	Mutual Aid – Ambulance	66
Fire – Brush	10	Mutual Aid – Fire Apparatus	10
Fire – Vehicle	9	Outside Smoke Investigation	0
Fire – Chimney	0	Public Education – SAFE/CPR	72
Fire – Other	4	Public Education – Car Seat Install	85
Fire – Structure	2	Special Service – Suspicious Item	0
Hazardous Materials Incident	3	Special Service – Other Assistance	20
Inspection	205	Special Service – Water Problem	11
Investigation – Carbon Monoxide	11	Special Station Coverage	10
Investigation – Natural Gas	3	Training	37
Investigation – Odor	4	Water Rescue	0
Total Responses			**1,541**

BOXBOROUGH POLICE DEPARTMENT

On behalf of the members of the Boxborough Police Department, I am pleased to present the 2014 Boxborough Police Department Annual Report. In this report, you will find Police Department statistics from the calendar year of 2014. We have also gathered our statistics from previous years to illustrate how categories of crime and enforcement activities have been increasing and/or decreasing from previous years.

The Boxborough Police Department continues to maintain low reportable incidents. Although each incident needs to be based on its own merits and fact pattern, the overall sign of low reportable incidents of the Police Department is a tribute to our positive and proactive work environment. One of the largest contributing factors to this achievement is manifested by a professional culture and emphasis on training and developing our personnel. There continues to be a significant investment in training hours, and training comprises a significant role to ensure that our personnel are properly prepared to handle the many challenges in our dynamic profession. As a result, this illustrates both a direct and indirect correlation between low reportable incidents and routine investment into our personnel through proper and strategic training. Finally, guidance by sound policies and procedures provides foundation and structure to our personnel for proper application of police work within our agency and the community in which we serve.

I have enjoyed working actively with the town departments, boards, and committees in carrying out our mission. I look forward to a continued successful relationship with them in the future.

And finally but most especially, I thank the men and women of the Boxborough Police Department for their dedication and support. It is because of their tireless commitment and professionalism that Boxborough remains the beautiful town we live and work in.

Respectfully submitted,

Warren B. Ryder
Chief of Police

2014 Case Activity Statistics

Total per year	2014	2013	2012
Offenses Committed	549	776	952
Felonies	87	117	132
Crime Related Incidents	107	103	127
Non-Crime Related Incidents	196	153	212
Arrests (on view)	68	124	108
Arrests (based on incident/warrants)	25	25	20
Summons	182	150	200
Arrests	193	299	328
P/Cs	4	2	9
Juvenile Arrests	4	2	8
Restraint Orders	17	23	11
Open Warrants	0	0	4

Police Department Selected Incidents

	2012	2013	2014
911 Hang-ups	128	66	77
Animal Complaints	100	133	245
Annoying Phone Calls	13	9	5
Arrests	128	299	193
Assist Citizens	771	960	670
Assist Fire/EMS	226	430	325
Aggravated Assaults	1	10	9
Breaking & Entering	19	13	8
Burglar Alarms	115	118	121
Bylaw Violation	26	27	19
Complaints (traffic problems)	542	264	263
Disturbances – General	42	40	36
Disturbance – Domestic	22	30	31
Follow-up investigations	148	106	132
Larcenies/Fraud	50	45	52
Motor Vehicle Accidents with Injury	65	45	41
Motor Vehicle Accidents with Property Damage	12	51	9
Motor Vehicle Theft	2	3	1
Missing Persons	9	1	4
Noise Complaints	21	25	21
Protective Custody	9	2	4
Rape	1	1	2
Robbery	0	1	0
Shoplifting	3	0	1
Summoned to Court	200	150	182
Suspicious Activity	516	450	444
Vandalism	24	27	23
Simple Assaults	7	21	6

Motor Vehicle Stops

	2012	2013	2014
Total number	2,357	1,906	1,662
Percent			
Verbal warnings	61	72	74
Written warnings	5	4	7
Citations issued	16	15	5
Summoned to court	13	7	11
Arrested	4	2	3
Avg. OVER speed limit, mph	18	19	19

DISPATCH

Our Communications Department provides 24/7 coverage of all telephone, radio and E911 services to the Town and its emergency service providers. In 2014 dispatch received 15,586 calls. The “Are you OK” program, in which pre-registered individuals receive a daily phone call originating from the dispatch center to inquire if they are OK, resulted in 1,944 calls to our enrolled seniors.

Type of Call	2014	2013	2012
Walk-in service	588	578	685
911 calls	176	161	203
Telephone calls	3,833	3,704	3,845
Radio/alarm/box/other calls	10,989	10,041	12,987
Total Calls	**15,586**	**14,484**	**17,520**

CONSTABLES

Both of our Town Constables worked at all elections held in Boxborough. In addition, the following Constable Process Services were executed.

Post Annual and Special Town Meeting Warrant	2
Evictions	2
Summary Process Summons and Complaint	4
Post Bylaws	1
Notice to Quit	1
Total	10

Respectfully submitted,
David L. Birt, Constable
Owen J. Neville, Constable

BOXBOROUGH CONSERVATION COMMISSION

Mission
The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Board of Selectmen. The Commission is responsible for managing the Town's conservation land and for administering the state Wetlands Protection Act and the Town of Boxborough Wetlands Protection Bylaw.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw. Routine activity includes the following:

- Issuing orders of conditions, certificates of compliance, extensions and determinations of applicability.
- Performing site inspections as needed.
- Striving to protect unique habitats, rare species, and vernal pools.
- Holding meetings, hearings and commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

The Commission continues to review the Boxborough Wetlands Bylaw and has established policies for the exemption of minor activities related to maintenance. Members periodically attend seminars and workshops. Additionally, the Commission continues examining and discussing conservation land management practices.

Activity Under the Wetlands Protection Act and Town Bylaw
A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100' adjacent land resource area commonly known as the "buffer zone." During calendar 2014 the Commission reviewed three Notices of Intent (NOI), two Requests for Determination of Applicability (RDA), and one Abbreviated Notice of Resource Delineation (ANRAD). The table below also lists the number of requests for Certificates of Compliance (COC).

Year	NOI	RDA	ANRAD	COC	Extensions
2011	6	3	2	7	*
2012	5	1	--	--	*
2013	5	1	--	12	*
2014	3	2	1	9	*

* Extensions are automatic under the Permit Extension Acts of 2010 and 2012.

The fees, forms, instructional documents, and meeting minutes are posted on the town website.

Conservation Land Stewardship

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make improvements to many of our Conservation parcels. Trail maintenance and clearing remains an ongoing effort with the LanSCom coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations.

The Commission continued to provide space to the Agricultural Commission (AgCom) in support of the AgCom's effort to manage a Community Garden at Flerra Meadow. Other activity at Flerra included the expansion of the trail system to connect the southern end of the property to Stow Road featuring a footbridge that was constructed as an Eagle Scout project. The targeted control of invasive plants remains an ongoing effort, including the continued use of goats at Rolling Meadows.

The Commission is participating in the update of the Town's Open Space and Recreation Plan in coordination with the Town Planner, the Planning Board, Recreation Commission, Agricultural Commission and the Metropolitan Area Planning Council (MAPC). In addition to hosting meetings, the Commission is funding MAPC professional services from its Conservation Trust Fund.

Acknowledgments

There are a number of other people in town whose help contributes greatly to our mission. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Special thanks to Norm Hanover for his continued effort on the trail kiosks, signs and markers, and to Ed Whitcomb for his efforts to maintain and improve the trails. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, and the staff at Town Hall. We owe a special thank you to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and other boards.

Citizen Interest

If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (978.264.1722) at Town Hall. Residents interested in making a donation to the Conservation Trust Fund to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully submitted,
Dennis Reip, Chair

ZONING BOARD OF APPEALS

In Boxborough the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by MGL Chapters 40A, 40B and 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding applications for special permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; hearing and deciding appeals or petitions for variances from the terms of the Zoning Bylaw pursuant to MGL Chapter 40A, Section 10; hearing and deciding appeals from decisions of the Inspector of Buildings; and hearing and deciding applications for comprehensive permits for the construction of low- or moderate-income housing by a public agency, limited dividend organization, or nonprofit corporations, as authorized under MGL Chapter 40B. Public hearings are held for each application for a special permit, variance or other form of appeal.

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall, as needed. Additional meetings are planned, if necessary, and posted. During 2014, the Board considered applications for special permits, applications to amend special permits, requests for minor modifications to existing permits, and a request to extend a comprehensive permit.

The ZBA continues to receive applications. The fees, forms, instructional documents, and meeting minutes are posted on the town website. We encourage the community to check the town web site for details about these meetings and hearings and call the ZBA at Town Hall (978-264-1722) with any questions.

Respectfully submitted,
Tom Gorman, Chair

BOXBOROUGH HOUSING BOARD

Background
The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at a Special Town Meeting, October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee.

Housing Production Plan
The BHB is preparing an update to Boxborough's Housing Production Plan (HPP) with the help of the Regional Services collaboration, in the persons of John McIntyre and Nathan Robinson of Metro West Collaborative Development. Currently, only 1.1% of the housing in Boxborough is counted as affordable housing on the state's Subsidized Housing Inventory, well short of the mandated 10% threshold. In its discussions regarding the HPP, the BHB considered how this threshold can be attained and how to meet the general housing needs of Boxborough, independent of the Chapter 40B mandate.

Strategies for the production of more Chapter 40B affordable units include:

- Encouraging affordable rentals by zoning changes and inducements to developers.
- Establishing good communication with the developers of a large 40B rental project, currently called *Jefferson at Beaver Brook*. This project will enable Boxborough to achieve the mandated 10% threshold for the foreseeable future.

More general housing needs that were identified by the BHB include:

- More low-cost housing for middle-income households
- Low-cost housing that is suitable for downsizing seniors and handicapped persons
- Low-cost starter homes for young families.

These ideas, together with current demographic data, are being used to prepare an updated HPP, which is presently near completion. The BHB notes that an update to the HPP at this time is quite useful, because it can be incorporated into the Boxborough Master Plan, which is also being updated.

Monitoring Activities

In 2014, the BHB continued to monitor the affordable units in the Condominium Exchange Program (CEP), Boxborough Meadows, and Summerfields. This includes the review of requests for home equity loans and refinancing. The BHB has established limits on home equity loans for affordable units and on refinancing of affordable units to ensure that loans outstanding against an affordable unit do not exceed the equity in the unit. The BHB responsibilities also include managing any resale of affordable units. In the past year, consultants from the Regional Services collaboration have assisted the BHB in the monitoring tasks.

Condominium Exchange Program

In 2012, two owners of CEP units notified the BHB that they wished to sell their units. The BHB attempted to resell both units as affordable units and failed, primarily because of market conditions. In accordance with the affordable deed restrictions, the BHB allowed both owners to sell their units at market prices. One of the units was sold in 2013, and the other unit was sold in the past year. Of the six affordable units that were created by the CEP, four remain.

Boxborough Meadows

Boxborough Meadows, a 48-unit condominium complex containing 12 affordable units, was completed in 2004 and is located off Massachusetts Avenue.

Summerfields

Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road. Six of the units are affordable.

Stow Road Project

The Stow Road Property was purchased by the BHB in 2010. It consists of approximately 13.5 acres and is located on 70 - 72 Stow Road, across the street from the Sheriff's Meadow and Tisbury Meadows communities. The property was acquired with funds from the Boxborough Affordable Housing Trust and will be used to provide affordable housing to Boxborough residents.

The Stow Road Concept Development Committee (SRCDC) was formed early in 2012 with the objective of determining the development option for the property that best serves the needs of the Boxborough community, is consistent with the practical characteristics of the property, and conforms to state and local regulations. The SRCDC's efforts to achieve these objectives have entailed obtaining community input, understanding the practical limitations of the property, and securing the help of a Housing Consultant to address issues beyond its areas of expertise. The SRCDC, assisted by Susan Connelly of the Massachusetts Housing Partnership (MHP), decided that:

- Boxborough probably has enough rental housing, given the several rental complexes and condominiums rented by owners.
- A community center or any other use unrelated to affordable housing does not seem to be a good idea. It would delay the project, consume substantial land area, and burden water production and waste disposal.
- Boxborough should develop a home-ownership project that incorporates housing of diverse types. It should not be age-restricted, but should contain homes in which seniors or handicapped persons can easily live, such as single-story ranch homes. At least 25% of the units should be affordable to households whose income is 80% of the Adjusted Median Income for the area.
- A Request for Proposals (RFP) should be written that states the Town's preferences clearly without unduly constraining the creativity of prospective developers.

An RFP is being drafted along these lines. It requires that the design of the homes be exemplary, but does not specify the design in detail. The RFP has taken much longer to produce than was expected. Primarily, this is because the RFP will encourage developers to propose affordability enhancements in exchange for reductions in the land price. The legal and procurement issues involved in such a process have required some examination.

In addition, the BHB approved a request from Police Chief Ryder to use the property at 72 Stow Road for training exercises. No live firearms or ammunition were used, and the neighbors were informed of the activity.

Community Preservation Act (CPA)
The BHB met with Rita Grossman and Jean Kangas to discuss how the adoption of the Community Preservation Act (CPA) would benefit affordable housing in Boxborough. It concluded that the benefit was substantial and that the CPA could be used to fund activities that are presently funded by other means, such as the Regional Services collaboration.

The BHB voted to support the CPA article at the Annual Town Meeting and looks forward to using the funds for affordable housing in Boxborough.

Membership
In the past year, Jeff Handler moved to Acton and consequently resigned from the BHB. We thank him for his long years of excellent service. Last year, Michael Fetterman joined the BHB. The members of the BHB currently are Michael Fetterman, Diane Friedman, Joan Meyer, Al Murphy, and Ron Vogel.

Town Support
The Boxborough Housing Board is also grateful for the help and support of Town Hall staff, particularly Elizabeth Hughes earlier in the year and currently Adam Duchesneau. The guidance of Selectman Les Fox is also much appreciated.

Respectfully submitted,
Al Murphy, Boxborough Housing Board

PLANNING BOARD

Introduction
The Planning Board is a five-member elected board. There may also be an associate member appointed jointly by the Board and the Board of Selectmen, who may be designated to sit on the Board to act on Special Permit applications under certain circumstances. The associate position was vacant for 2014. In September of 2014, after serving on the Planning Board for over four years, Chairman James Faulkner moved out of town and resigned from the from the Board. The Planning Board thanks Mr. Faulkner for his numerous contributions over the last several years and his presence on the Board will be missed. In November of 2014, the Planning Board and Board of Selectmen appointed Hongbing Tang to fill the seat vacated by Mr. Faulkner until the May 2015 Town Election. The Board would like to welcome Ms. Tang and looks forward to working with her in 2015.

The Planning Board is supported by the Town Planner who offers administrative assistance as well as guidance on the technical and theoretical aspects of planning. In May of 2014, Town Planner Elizabeth Hughes departed to assume the same position with the Town of Concord, and Adam Duchesneau, AICP, took over for Ms. Hughes immediately thereafter. The Planning Board sincerely thanks Ms. Hughes for her nine and a half years of dedicated service to the Town and to the Planning Board, and welcomes Mr. Duchesneau.

Annual Town Meeting, May 2014

Article 23 provided funding for the purpose of updating the Town's Master Plan. The Planning Board was supportive of this article because the Master Plan will guide the Town in dealing with and fostering the necessary changes to meet the needs of the community now and throughout the next ten years, as well as maintaining the required tax base. The Master Plan means the community has reached consensus on the direction it wants to follow on matters such as land use, open space, housing, economic development, and the goals for the future. It means the community has set the vision and the action steps that various boards and committees will need to take to reach those goals. It means the Town is more competitive for various state grants to assist in developing zoning amendments to foster appropriate changes or grants for infrastructure improvements. The Planning Board is currently working with the regional planning agency, the Metropolitan Area Planning Council (MAPC), on updating the Master Plan.

Article 33 adopted a Zoning Bylaw amendment to allow Registered Marijuana Dispensaries by Special Permit in the IC District. This article amended Section 2100 Definitions by adding a definition of "Registered Marijuana Dispensary" and renumbered the remaining definitions accordingly throughout the Zoning Bylaw. It also amended Section 4003(4) Table of Uses Business/Industrial Uses to add Registered Marijuana Dispensary as a Special Permit use in the IC District and deleted Section 7900 Temporary Moratorium On Marijuana Treatment Centers in its entirety.

Article 34 adopted a Zoning Bylaw amendment which adjusted Section 6104 Private/Common Driveways in the Agricultural-Residential (AR) Districts and Section 6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial Districts. The amendment converted the construction standards for Common Driveways in the Zoning Bylaw to guidelines, thereby allowing the Planning Board the flexibility to adjust the standards based on common engineering practices and input from the Town's consulting engineer and Public Works Director and to fashion appropriate construction standards as required for each Special Permit application.

Article 35 adopted a Zoning Bylaw amendment changing Section 7300 Flood Plain District by amending Subsection 7302 Existing Regulations, Subsection 7304 Flood Plain District, and Subsection 7305 Regulations. This amendment was necessary as the Town was required to adopt the new Flood Insurance Rate Maps and revised National Flood Insurance Program (NFIP) regulations for compliance with the NFIP in order to ensure the federal government will continue to make flood insurance available within the community as financial protection against flood losses.

Development Review & Special Permits

The Board reviewed the following development plans and Special Permit applications in 2014:

- 1088-1098 & 1136-1148 Hill Road (Hilberg Lane Senior Housing): The Board granted a Site Plan Minor Modification to allow for the installation of a pervious paver vehicular access area on the left (west) side of the dwelling unit at 1146 Hill Road.
- 500 & 600 Beaver Brook Road (Towermarc Business Park – Cisco Systems): The Board granted a Site Plan Minor Modification to allow for the installation of five rows of solar PV carports in the parking lot area located to the north of the foundation of the previously approved Building # 6 in the Towermarc Business Park – Cisco Systems.

- 530 & 540 Massachusetts Avenue: The Board granted Site Plan Approval for a veterinary dental office space building with approximately 5,000 square feet with associated parking, sewage disposal, drainage, and grading.
- 1088-1098 & 1136-148 Hill Road (Hilberg Lane Senior Housing): The Board granted a Minor Modification to the Special Permit, Site Plan Approval, and Scenic Road Permit to remove wording from a condition of the permit requiring a Conservation Restriction be placed on the rear portion of the subject property.

Subdivision Road Inspections, Performance Guarantees, & Lot Releases
The Board did not have any new subdivision roads constructed in 2014 or any performance guarantees released. The Board did authorize a Certificate of Release for 120 Avebury Circle.

Subdivisions & Approval Not Required Plans
The Board reviewed the following Preliminary and Definitive Subdivision Plans:

The Board approved with conditions a Definitive Subdivision Plan for the Boxborough Town Center for two lots with frontage on a new right-of-way to allow the construction of a 397-foot-long and 30-foot-wide roadway with a fully compliant cul-de-sac and designated turning lanes for the future development of a mixed use retail-residential project 300 feet west of the intersection of Massachusetts Avenue and Stow Road (800 Massachusetts Avenue).

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2014:

- 534, 536, & 538 Flag Hill Road: The Board endorsed a plan dividing one existing lot into three buildable lots with frontage on Flagg Hill Road and one parcel to be designated as open space.
- 493 Massachusetts Avenue (Blanchard Memorial School): The Board endorsed a plan dividing an existing lot into one lot with the existing Blanchard Memorial School and a new lot surrounding it. Both lots maintain frontage on Massachusetts Avenue.
- Central Street (Boxborough) / 7 Wampanoag Drive (Acton): The Board endorsed a plan which shows the reconfiguration of one existing lot to create one new lot with the existing single-family dwelling and two additional parcels, one in Boxborough and one in Acton.
- 112 Prescott Road: The Board endorsed a plan dividing one existing lot into one lot with the existing single-family dwelling and one new landlocked parcel.

Scenic Road Permits
In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Board under the Scenic Road and Stone Wall Bylaws. The Board did not have any Scenic Road Permit applications in 2014.

Long Range Planning and Other Projects
The Board completed its work with the Metropolitan Area Planning Council on the development of a town-wide build-out analysis in preparation for updating the Town's Open Space & Recreation Plan, the Housing Production Plan, and the Master Plan. The build-out analysis indicates that under current conditions the residential zoning districts can accommodate an additional 111 housing units and the commercial districts can accommodate an additional 2.3 million square feet.

The Town Planner, in coordination with the Metropolitan Area Planning Council, continued work on updating the Town's Open Space and Recreation Plan, which expired in June of 2007. Mr. Duchesneau attended numerous meetings with the Conservation Commission, Recreation Commission, Agricultural Commission, Board of Health, and the Planning Board to receive their input on the updated Plan. It is anticipated the Plan will be submitted for approval to the state in the first half of 2015.

The Town Planner has been working with the Housing Board and the Regional Housing Services consultant, Metro West Collaborative Development, on a new Housing Production Plan which will be submitted to the state for approval in 2015.

In November the Master Plan Update process got underway with a well-attended Public Kickoff and Visioning Forum hosted by the project's consultant, the Metropolitan Area Planning Council. As part of this process an 18 member (nine voting) Master Plan Update Committee was formed with representation from a wide variety of interests in the community. In December, the Master Plan's Vision Statement was endorsed by the Board of Selectmen and approved by Planning Board. The Vision Statement reads as follows: "Boxborough's Vision: A Rural, Engaged Community for All. Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations."

The Planning Board continued to work with the Town's consulting engineer, Places Associates, Inc., to advance the next phase of the Route 111 Trail from the Sargent Memorial Library to Liberty Square Road. The Town Planner prepared a MassWorks Infrastructure Program grant application to help fund the project, but unfortunately it was not selected. The Board continued to press forward and reached out to State Senator James Eldridge and State Representative Jennifer Benson to coordinate a meeting with MassDOT officials. On December 15, 2014, the State Legislators, MassDOT officials, and town officials met to discuss the next phase of the project as well as the status of various culverts along Route 111.

In preparation for the 2015 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is exploring amending the definitions of Accessory Structure and Mixed-use, and also changing the use of the word "Church" to "Place of Worship" in the Zoning Bylaw. The Board is also considering proposing to allow Bed and Breakfast use in residential zoning districts by Special Permit. Additionally, the Board is contemplating a number of changes to Section 6300 Signs in the Zoning Bylaw to clarify what is allowed in terms of temporary signage.

The Town Planner continued to update various town maps and provided maps for numerous town departments, the Board of Selectmen, Conservation Commission, and other Town entities. The Town Planner coordinated with the Town's Geographic Information System (GIS) consultant, Applied Geographics, Inc., on the maintenance of the web-based GIS system on the Town's website that allows anyone to view parcel specific information and data layers, such as floodplains, wetlands, land uses, and aerial photos for the entire Town.

The Planning Board encourages all residents to participate in the local planning process. The Board typically meets on scheduled Monday evenings at 7:30 PM in the Town Hall, 29 Middle Road. Meetings are posted on the Town's website (www.boxborough-ma.gov) on the calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Town Planner Adam Duchesneau, AICP at (978) 264-1723 or ADuchesneau@Boxborough-MA.gov.

Respectfully submitted on behalf of the Boxborough Planning Board,
Adam L. Duchesneau, AICP, Town Planner

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

2014: A year of inclusion, innovation, and celebration

As our three-year Sustainable Communities regional planning grant drew to a close in 2014, we commemorated its achievements and on-the-ground change across the region and turned our attention toward the next five years by crafting a forward-thinking and progressive new Strategic Plan to guide our work. With our mission of promoting smart growth, and with regional collaboration as the backbone, this new Strategic Plan provides a

detailed roadmap to achieving the vision for equity and prosperity laid out in our bold regional plan, “MetroFuture: Making a Greater Boston Region.”

Embedded in our new Strategic Plan are four critical areas of focus to guide us as we work toward a more sustainable, resilient Greater Boston: encouraging development and preservation consistent with smart growth principles; partnering with our cities and towns to promote regional collaboration, enhance effectiveness, and increase efficiency; playing a leading role in helping the region to achieve greater equity; and helping the region reduce greenhouse gas emissions and adapt to the physical, environmental, and social impacts of climate change and natural hazards. With these four topics as guideposts, we are poised to grow our work into innovative, inclusive new directions while staying true to the core services and expertise that we offer the region's residents, businesses, and elected officials. From land-use planning to data, research, education and direct services to cities and towns, we are honored to continue making Metro Boston a national model and regional resource on smart growth and inter-local coordination.

Highlights of Our Work

MAPC believes the best way to grow our region is to conserve natural resources and preserve open space while concentrating new development in places where jobs and infrastructure already exist. A key way we do this is by encouraging mixed-use developments to locate in downtown areas and villages or town centers, always in alignment with each area's unique local character. Our planners bring an expert and interdisciplinary approach to this work and have partnered with rural, suburban, and urban municipalities to realize these smart growth goals in 2014.

As part of our new Strategic Plan, we are engaging with more cities and towns on master plan projects, including in Ashland, Boxborough, and Woburn, as well as doing an economic development plan for Reading and for Stoneham.

We also worked with two state agencies – the Executive Office of Housing and Economic Development (EOHED) and the Executive Office for Energy and Environmental Affairs (EOEEA) – to conduct a regional study of land use opportunities north of Boston. This Metro North project identified areas in Chelsea, Everett, Malden, Medford, Melrose, Revere, Somerville, Winthrop, East Boston, and Charlestown that are ripe for new housing, employment growth, open space, and the infrastructure improvements necessary to support such growth.

In total, MAPC has worked with 52 cities and towns to map priority areas for development and preservation across the region, and we’ve added capacity on our housing team to respond to the resulting need for local housing production plans, residential zoning bylaws, and housing studies. We also hosted a day-long summit on value capture techniques to emphasize our new focus on ways of financing smart growth development last year. Our executive director serves on the state commission tasked with bringing innovative methods to recover value from public infrastructure for private landowners.

In Somerville, we further refined our economic analysis north of Boston to include a comprehensive study of the effects the Green Line Extension may have on housing, income diversity and displacement of long-time residents in that historically working-class city. Our research showed which areas were most at risk for dramatic increases in rent and land values as a result of the transit expansion and recommended ways that the city and community partners could mitigate these impacts, including incentivizing housing production and planning proactively for preservation of affordable units.

This work continued in Revere’s Shirley Avenue neighborhood, a lower-income area near Revere Beach where the city is aggressively pursuing new development. MAPC worked with Revere officials and residents to lay out a plan for preventing displacement and stabilizing existing businesses; action steps from this community effort are already being implemented.

For more than 50 years, MAPC has been a leader in innovative transportation planning, policy and project work. We have focused our work on residential and commercial transit-oriented development, around subway and light rail and critical bus connections, as well as on promoting innovative parking solutions and street planning for all users. This year, we brought a special focus to the creation of Complete Streets, which are streets that are designed for everyone: they are safe, convenient and accessible for pedestrians, cyclists, transit users, and motorists and are comfortable and barrier-free for people of every age and mobility level.

This year, MAPC helped Acton, Everett, Littleton, Maynard, Middleton, Reading, Salem, Somerville and Stoughton to pass "Complete Streets policies," which allow cities and towns to make sure roads are designed, constructed, refurbished and maintained in a way that's inclusive of all users. Littleton's local policy was even recognized nationally with an award from the National Complete Streets Coalition.

MAPC also worked closely with DCR, the state's Department of Conservation and Recreation, to identify ways the parkway system in Massachusetts can become safer for cyclists and pedestrians. A study began in late 2014 and will continue in early 2015 to review all DCR parkways and off-road facilities, such as the Neponset River Greenway and Watertown Rail Trail, to recommend ways to promote non-car transportation along these historic routes while improving road conditions for drivers. Bike infrastructure will be added as capital improvement projects unfold in the next few years, as a way to enhance public health, improve cycling and walking safety, and preserve and beautify these paths and roadways.

Parking is a critical link between land use and transportation, and parking policies have a tremendous effect on transportation choices and the built environment. Effective parking strategies can also help cities and towns meet their goals around affordable housing, reducing pollution, improving residents' health, and attracting good development. MAPC assists communities in turning parking challenges into assets.

This year, we brought together leaders and innovators in the parking field at our "sPARKing Ideas" conference in Boston, where planners, elected officials, and experts gathered to share ideas and tools for improving parking strategies on the local level. Stream the presentations at mapc.org/parking. In 2015, we will be working with the City of Malden for a downtown parking study, building off our collaboration with the Harvard Graduate School of Design to "Plan Downtown Malden" in 2013, helping that city to reconnect its business district to transit by relocating City Hall and encouraging new transit-oriented, mixed-use development. MAPC transportation planners and engineers also worked to study parking in Cohasset Village, Downtown Foxborough and Grove Hall this year. In addition to diagnosing and recommending solutions for parking dilemmas, MAPC has also begun helping municipalities purchase the latest technology in parking meters this year, including smart meters and pay-by-phone services.

Massachusetts has a robust food system and a proud tradition of buying and eating local. However, the system faces real challenges: despite enjoying great growth and increasing diversity in recent years, our farmer population is aging, and we must work harder to replenish with the next generation of farmers in order for our output to keep pace. Additionally, we must look for ways to address the problem of size: most Massachusetts farms are smaller than 50 acres, posing economic challenges that we will have to overcome if we want to grow and eat more of our own food.

MAPC is working with a coalition of allies led by the state's Department of Agriculture to address these issues as part of the state's first comprehensive food plan since the 1970s. Learn more at our food plan website and get involved on twitter at @mafoodplan.

The year 2014 saw many exciting changes in water policy and infrastructure planning in Massachusetts. A major piece of legislation, the water infrastructure finance bill, was enacted in July, increasing the amount of low- and no-interest loans available to cities and towns for water infrastructure improvements. Under the law, the state will also match municipal entry fees for regional water systems like the Massachusetts water resources authority (MWRA) and allows cities and towns to establish a water surcharge of up to 3% to fund repairs for aging pipes.

MAPC worked hard to push for this bill, and we will help staff a commission set up to monitor the condition of the state's deteriorating water infrastructure, which requires unfunded repairs to the tune of $21.4 billion over the next 20 years.

MAPC's legislative division works annually to shore up support for the Shannon Grant, which works with at-risk youth in cities and towns struggling with gang violence and crime, and to staff the Metro Mayors Coalition, a group of 13 communities whose leaders come together to troubleshoot and share solutions to common problems. This year, the coalition focused on commonsense strategies for reducing gun violence in cities, policies around rideshare programs such as Uber and Lyft, cohesively tackling climate change preparedness, and regionalizing emergency communications.

In the wake of this fall's ballot question de-indexing the gas tax from the rate of inflation, an estimated $1 billion of transportation revenue will not be collected over the next decade, so MAPC and allies across Massachusetts will have more advocacy work ahead to help stabilize and support public transit and infrastructure improvement funding. Other legislative goals for 2015 will center on modernizing parking regulations and allowing for regional transportation ballot initiatives around the region, while keeping a continued focus on working successfully with the incoming gubernatorial administration.

Public health, increasingly seen as a core discipline within professional planning, has grown as an area of expertise for MAPC in recent years. This year, our public health division wrapped up the third and final year of its Community Transformation Grant (CTG) for Middlesex County, a project that brought healthier food into neighborhoods with limited access to affordable fresh groceries, changed policies and practices around building streets for all forms of travel, and promoted smoke-free housing conditions in public units across the state. Building on these substantial successes, the public health team is shifting into a "Health in All Policies" approach to integrating lessons learned from CTG into our broader planning work. Working with other staff at MAPC, the public health team will explore ways to expand use of bike share (such as Hubway) among minority and lower-income residents of the region and has already conducted several focus groups on the issue in late 2014.

In collaboration with Tufts University researchers, our staff is working with residents in Somerville and Chinatown who live near highways to study the effects of roadway pollution with an eye toward making policy and development changes to mitigate negative health impacts of living near high-volume traffic and related air pollutants.

This past summer, the public health division combined traditional place-based planning with a pilot "photovoice" project, which offers residents the opportunity to show via digital photography the assets and drawbacks of their neighborhoods, as a way to visually showcase opportunities for better planning. A photovoice project in East Boston engaged under-represented residents in the photography project, offering them a voice in deciding which unsafe intersections, sidewalks, plazas, and roads should get attention from the city. Boston will consider the areas identified using photovoice for funding toward safety improvement in 2015.

A similar place making photovoice project in Malden this year won a Social Advocacy Award from the Massachusetts Chapter of the American Planning Association alongside local health partner "Malden is Moving."

Democratizing data remains a core service that MAPC provides to cities, towns, residents, journalists, and researchers. This year, our Data Service staff created a new version of our DataCommon website for Central Massachusetts. This next generation of the DataCommon features a new design with added features such as download ability and cataloging. The Boston area will get an enhanced DataCommon in 2015, thanks to continued support from the Barr Foundation. MAPC's Data Center is also building up the development database this year at MAPC's Development Database. This site catalogs current and planned development projects, helps our staff track the region's growth, and helps forecast its future around housing and employment.

This summer, our Data Services staff debuted the Massachusetts Housing Data Portal, a groundbreaking website rich with housing figures on every municipality in the state. Featuring information on demographics that previously took weeks to generate, this new portal allows citizens and experts alike to compare towns with their neighbors and to access visualizations, statistics, text, and metadata at the click of a button, with full downloads available and staff support from MAPC just an email away.

Finally, in addition to these new areas of work, our data staff continues to provide modeling and indicators training nationally and trains users locally in accessing the latest Census figures and the MetroBoston DataCommon. Trainings are offered every month; find the next one at mapc.org.

MAPC has piloted the notion of integrated energy planning for Greater Boston over the last few years. Our Clean Energy division provides a range of technical assistance services to communities, including comprehensive local energy planning, energy-related technical assistance, and regional procurement. Our goal is to advance markets for clean technology while reducing greenhouse gas emissions and dependence on fossil fuel consumption. Our Local Energy Action Program (LEAP) helps communities plan and implement local clean energy projects, and we also offer solar development, LED streetlight retrofits, and expertise to help cities and towns share energy staff. We currently have 17 communities in our collective procurement to bring solar to municipal rooftops, ground-mounted arrays, and parking canopies, and we have helped 16 cities and towns to select a contractor to complete LED streetlight retrofits, with five more coming in 2015. Together, completed retrofits have replaced upwards of 15,000 traditional streetlights in Arlington, Chelsea, Natick, Sharon, Winchester, Woburn, and soon Somerville, saving approximately 5.5 million pounds of carbon dioxide equivalent emissions annually.

A great first step toward getting involved with MAPC's clean energy services is to visit our online Clean Energy Toolkit, which has step-by-step instructions for instituting a clean energy strategy in your city or town.

One of the many ways we help cities and towns save money is to assist them in creating regional partnerships with their neighbors. Often, smaller towns and cities lack the resources to provide full-time services for every local department, so we help them form regional entities for such services as energy planning, public health, public safety and more. MAPC staff is working with a group of policy chief and town officials in MetroWest to regionalize animal control services this year. We are studying facilities, personnel, equipment costs, and scope of services already provided and will recommend a plan of action for Ashland, Framingham, Hopkinton, Holliston, Sherborn, and Natick to combine animal control.

The state's Executive Office of Public Safety (EOPS) will continue engaging MAPC as fiduciary agent for the Homeland Security Program in Massachusetts, giving us oversight of the state's central, northeast, southeast, and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our collective purchasing program. This year, orders for fire apparatus and ambulances totaled $25.5 million, or 73 pieces of equipment. On the police and DPW side, total sales numbered $29.5 million in 2014, or 757 units ranging from police vehicles to public works trucks.

As part of this work, we facilitate the Northeast Region Homeland Security Advisory Council, or NERAC. NERAC operates three "cache" sites packed with equipment designed to help the region respond to natural and man-made disasters. These three sites, in Beverly, Lexington, and Framingham, keep resources such as road signs, generators, cots, light towers, and more at the ready for cities and towns to use in times of emergency.

More than $2.4 million has been invested into this system to provide resources that are too costly for individual municipalities to purchase and maintain, keeping the region safer for all residents and better equipped to respond to major events.

Effective community engagement is central to the way we do all our work. We strove this year to enhance our role as educators and engineers of inclusive planning processes by piloting newer, more effective ways of gathering public input and reaching under-represented communities this year – including communities of color, lower- and moderate-income groups, youth, the elderly, and those with language isolation.

In our work in Downtown Framingham and along Boston's Fairmount corridor, we used techniques such as translation, interpretation, open-house meeting formats, and leading community tours to increase engagement and participation.

Internally, we are helping our staff to share effective engagement techniques through "talkshops" over lunch and a brown-bag series on knowledge sharing. We've also stepped up our efforts to track how well our work promotes and advances equity in the region and will be unveiling an interactive online map this year for the public to see how and where we are doing our work.

Building off the momentum and success of our Sustainable Communities regional planning grant, MAPC has this year opened up new opportunities for cities and towns to contract with our staff for technical assistance. Upwards of 10,000 people participated in public meetings for Sustainable Communities projects in our region, and we are eager to continue building off the success of that program in implementing our bold regional plan, MetroFuture. Our new Planning for MetroFuture program will fund dozens of new local projects in 2015, helping us to continue promoting smart growth and regional collaboration for all who live and work in the 101 cities and towns of Metro Boston.

To view MAPC's full Annual Report, visit http://2014.mapc.org.

MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC)

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) includes the towns of Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury. MAGIC was established as a growth management committee in 1984 and has become a respected voice in regional decision-making; focusing on transportation, the environment, energy, open space, affordable housing, economic and community development, and legislative issues.

MAGIC held six regular business meetings during the 2014 calendar year. Meeting topics included the following:

- MAPC's Strategic Plan
- Subregional Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP) Transportation Priorities
- Acton Mobility Project
- MAGIC Agricultural Program
- Subregional Shared Housing Services
- District Local Technical Assistance (DLTA) and Planning for MetroFuture Technical Assistance
- Boston Region Metropolitan Planning Organization (MPO)'s Long Range Transportation Plan (LRTP)
- HousingMA – Massachusetts Housing Data Portal.

In addition to regular meetings, MAGIC held four special events throughout 2014: the Annual Legislative Breakfast in March, a Green Town Symposium in June, a Regional Transportation Forum in October and a Town Managers/Administrators Round Table in December. All of these events had excellent attendance and

were recognized as important venues for critical policy discussions. MAGIC also hosted a Citizen Planner Training Collaborative (CTPC) course in October. The course was held in Littleton on the topic of "Planning with Community Support."

MAGIC's Transportation Forum drew a capacity crowd of more than 65 people. MAGIC partnered with the Fitchburg Line Working Group to hold this high-energy event focusing on the challenges of suburban mobility. Attendees explored a variety of regional concerns and opportunities, including lessons from the CrossTown Connect Transportation Management Association, leveraging the Fitchburg Commuter Rail line for reverse commutes, bridging the "last mile" for outbound commuters, and coordinating transportation services by community transportation providers such as Councils on Aging.

The Round Table discussion for MAGIC Town Managers and Administrators held in December was attended by the Chief Administrative Officers from eight of MAGIC's 13 towns. The event was an opportunity for them to share information and updates with their peers on matters of importance in their towns. It was also a forum to discuss regional issues as well as opportunities to collaborate.

MAGIC members held their annual meeting on June 19th and elected their officers for Fiscal Year 2015. Re-elected were: Keith Bergman, Littleton Town Administrator, MAGIC Chairman; Leslie Fox, Boxborough Selectman, MAGIC First Vice-Chair, and Mike Gowing, Acton Board of Selectmen, MAGIC Second Vice Chair. Tanya Paglia, MAPC Regional Planner, assumed the role of MAGIC Subregional Coordinator in June. MAGIC held a special meeting in July to approve the FY 15 Work Plan.

HISTORICAL COMMISSION

During 2014 the Historical Commission continued operation of 575 Middle Road as a town museum with both town and Historical Society exhibits and volunteers manning opening hours each month of the year.

A number of maintenance items on the building were completed this past year. These included repaving the parking lot, funded through a separate budget line item, removal of surplus material and old carpeting from the basement, and painting exterior trim by DPW personnel. Additionally, repairs to the chimney addressing long time leakage were completed and replacement of the failed downstairs furnace was done. The upstairs emergency lighting was replaced and the fire and intrusion alarm system was serviced. A study group was formed to determine further uses of the building's available basement space. Uses planned include storage of town documents, recreation equipment and installation of police radio equipment.

Fletcher commemoration ceremony

A ceremony was held placing a marker to honor the 150th anniversary of the death of John Fletcher, Boxborough's sole Civil War battle casualty. The commemorative sign, placed at the corner of Summer and Flagg Hill Roads, remembers his death at the Battle of Winchester on September 19, 1864. The dedication ceremony was attended by Commission members, a group of Civil War re-enactors, a youth trumpet "bugler," and interested citizens. Appropriate remarks, a musket salute, and the playing of taps were part of the dedication.

Commission members are participating in the work of other town committees, including the Master Plan Update Committee, the Design Review Committee, and the Community Preservation Committee. The Commission will also provide review and input into the Management Plan for Steele Farm, whose creation is being led by the Steele Farm Advisory Committee.

The Commission responded to requests for information on various aspects of town history.

LITTLETON ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2014.

The department continues to advance its tradition as a progressive public utility committed to quality, value, and service. As your local electric company, we consistently strive to retain our status as the region's low- cost provider for residential customers, while offering superior customer service and outstanding value to the community.

A review of residential rates charged by municipal and investor-owned utility companies show that LELD's rates are consistently and significantly lower than our peers. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of $88.18. The same usage in Ayer, served by National Grid, would cost $172.29, while in Acton, served by NSTAR, that usage would cost $178.48. LELD is able to keep these rates low and at the same time reinvest into our local distribution system in order to improve overall system reliability.

Operation crews worked on a number of major projects throughout the year, most notably a $300,000 investment into upgrading two underground, high-voltage distribution feeders down Beaver Brook Road. These two feeders were approximately 40 years old and typically serve 30% of our customer load. ,We also installed 40 utility poles in the Long Lake neighborhoods as part of a project that was designed to further improve the electric reliability in these neighborhoods. Finally, operation crews were busy expanding our electric infrastructure in order to serve all the new development in town, such as The Point Retail Development and Village Green Housing Development.

LELD's net metering program was highly successful in 2014, as we interconnected approximately 500 kW of customer-owned photovoltaic generation. There are now 11 residences and two businesses in Littleton and Boxborough that are taking advantage of LELD's net metering program. The largest interconnection in 2014 took place at the Middlesex Corporation on Spectacle Pond Road, where a 300-kW system was implemented. LELD's net metering program has been so successful that the rate is 97% subscribed. LELD staff is currently in the process of redesigning this rate so that more customers can take part in this program.

The business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills. We completed the implementation and transition to a new Billing & Financial Application System from Northern Data Systems of Maine.

For more information, please visit our website, www.lelwd.com.

Respectfully submitted,

Board of Electric Light Commissioners
Ivan Pagacik, Chair
Joseph McCumber, Vice-Chair
Bruce Trumbull, Secretary/Clerk
Craig Gruskowski, Member
Tom Rauker, Member

BOARD OF HEALTH

During the past year, the Board of Health (BOH) was served by members Bryan Lynch (2013), Marie Cannon, Chair (2014), and Pam Follett (2015), who was appointed in September 2013 and elected in 2014 to complete the term of Frank Roth. Big thanks to Pam for jumping in feet-first and getting involved with the Wellness Committee and BERC. Denise Monteiro has been a welcome addition to the Board of Health in an administrative support role since March 2014 and has provided a streamline transition. The Board also appreciates our longtime agent, Jim Garreffi, who also serves as director of the Nashoba Associated Boards of Health.

In general, the continued slow economy has been evidenced by very limited new construction and permit activities. The Board was involved in several areas of public health during 2014, described below.

Health and Human Services
The following services were administered by the Board of Health and our agents: visiting nurse services, home healthcare, clinics, hospice, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, and emergency preparedness.

Environmental Protection and Pestilence Control
The enforcement of regulations and policy to protect the following: drinking water safety, septic disposal and wastewater treatment, environmental health, housing and sanitary code enforcement, food services, recreational area safety, mosquito control, storm water disposal and groundwater protection, and air quality.

The greater percentage of the board's time and energy is typically given to the oversight of water resources, public health, and environmental protection. This includes:

- Reviewing septic system and well plans for new construction and system upgrades and monitoring wastewater treatment facilities as well as their respective periodic testing results
- Monitoring local pool operations and permitted food service establishments
- Working as part of the Water Resources Committee (WRC)
- Providing mosquito, tick and Lyme disease, and pestilence control information
- Coordinating efforts with other groups and organizations.

The Board of Health continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The database is updated with new well testing and septic system information as it becomes available to the board. For residents interested in testing their wells for an updated quality status, water sample bottles are available at the Board of Health office and a referral to a local testing laboratory can be requested from our Agent or BOH Secretary.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. These services took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Summaries of these services on behalf of Boxborough residents appear later in this report.

Progress in 2014

Emergency Preparedness
The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health, and safety-related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization programs for pandemic threats such as the Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

Boxborough Emergency Reserve Corps (BERC)
Since 2006 when the group was first created as the Medical Reserve Corps and renamed in 2009, the BERC continues to promote and support emergency preparedness through its regular meetings and training seminars.

In 2014, the Boxborough ERC underwent a number of leadership changes and is currently in a state of transition. The Town is committed to supporting the ERC and their re-organization in 2015. Refer to the report specific to the ERC for additional information.

Mosquito Control and Related Diseases

In the two previous years, positive test results were reported for West Nile Virus in both 2012 and 2013 in both Boxborough and Acton which prompted the BOH to conduct pesticide spraying at a number of local areas in late August after a period of wet weather caused stagnant wet conditions in certain areas of town. Fortunately, no positive test results were reported for West Nile Virus in Boxborough in 2014. The BOH continues its commitment to public protection and education regarding the risks associated with this mosquito-borne virus and Eastern equine encephalitis. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program.

While the relative risk of becoming infected with these viruses is low, all residents, especially those at risk, should take appropriate precautions against mosquitoes. Since 2006, the Board has continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. For more information on this program, refer to the CMMCP website.

Lyme Disease

Lyme disease continues to be a major concern of health officials and the community at large with reporting increasing each year. The BOH issued several notices regarding Lyme disease, including a publication in the Beacon and on Comcast Cable TV prepared by Nashoba. This notice detailed two key diseases carried by infected deer ticks including Babesiosis and Human Granulocytic Anaplasmosis (HGA) which affect red blood cells and certain white blood cells respectively. The best prevention of Lyme disease is education, awareness, and dressing appropriately when likely exposure is expected.

Water Quality

The Board and the Department of Environmental Protection (DEP) continue to monitor special water quality issues relating to the ground water contamination caused by Methyl Tertiary Butyl Ether (MTBE), perchlorate, and severe sodium concentrations in the western area of town. In accordance with DEP regulations for permitted landfill closures, the BOH continues to sample and report on the water quality from monitoring wells at the town's transfer station. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness, and sodium in many other areas of town.

Water Supply

The Water Resources Committee via the Board of Health continues to monitor and protect existing and future potential water supplies. Since the 2008 Feasibility Study prepared by our consultant to continues planning efforts for a future municipal water system, the Board has continued to monitor areas of town with water issues and continue planning to one day solicit state funding in support of a long-term plan that meets the future needs of Boxborough. With recent difficult economic times, the focus has remained broad.

Tobacco Control

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2014, compliance remained consistent and all existing tobacco permits were renewed without issue.

Conclusion

During the next year, the board plans to continue the activities discussed above, plus:

- Build our capacity to participate in public health and other emergency measures
- Improve our ability to convey public health information to the public
- Facilitate the availability of information concerning tick-borne illness and mosquito-transmitted diseases

- Continue to support the Town's Water Resources and to plan for the protection and development of future water supplies
- Provide information and help facilitate access to Health and Human Service programs available to town residents.

We request input from residents about their public health concerns to help guide us in our efforts. Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

Respectfully submitted,
Marie Cannon, Chair

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In addition to the day-to-day public health work conducted for Boxborough, we also provide the following services:

- Maintaining Nashoba's internet website to provide information for the public. (**See www.*nashoba.org)***
- Keeping the Boxborough Board of Health up-to date on matters of emergency preparedness planning throughout our involvement in the Bioterrorism Regional Coalition.
- Assisted the Board with providing a school-located seasonal flu clinic at Blanchard Memorial School.
- Responding to health-related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day-to-day work of Nashoba in 2014 were the following:

- Reviewed 49 Title 5 state-mandated private septic system inspections for Boxborough Board of Health.
- Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections.
- Corresponded with inspectors regarding deficiencies; referred deficient inspections to Boxborough Board of Health for enforcement action.

Through membership in the Association Boxborough benefited from the services of Nashoba staff including registered sanitarians, certified health officers, registered nurses, nutritionists, registered physical and occupational therapists, licensed social workers, certified home health aides, and registered dental hygienists. By the Boxborough Board of Health's continued participation in the Association the Town can shape its future local public health programs and share in the benefits of quality service at a reasonable cost.

Environmental Information Responses

Boxborough Office (44 days)
The Nashoba sanitarian is available for the public on Tuesday afternoons at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.*

Food Service Licenses & Inspections (12)
Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at-risk method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated, and where appropriate, medical consultation and laboratory testing may be required.

Housing & Nuisance Investigations (10)
Nashoba, as agent for the Boxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Pool Inspections (15)
Pools are inspected upon opening and as needed thereafter to insure compliance with the state pool regulations.

Septic System Test Applications (12)
Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests (43)
The Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications (20)
Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews (17)
Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent resubmittals by the engineer are also reviewed.

Septic System Permit Applications

New lots (11)

Upgrades (6)

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections (33)
The Nashoba sanitarian is called to the construction site at various phases of construction to witness and verify that system is built according to plans.

Septic System Consultations (14)
During all phases of application, design, and construction, the Nashoba sanitarian is called upon for legal details and interpretation.

Well Permits (12)

Water Quality/Well Consultations (19)
Private wells are regulated solely by local Board of Health regulations, The Nashoba sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics – Animals Immunized (2)
Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic, Nashoba has arranged for delivery of over 500 animal specimens to the state lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

Home Health Nursing Visits (178)
Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management, and referral to other services as needed.

Home Health Aide Visits (38)
Nashoba's Certified Home Care Aides provide assistance with activities of daily living, including bathing, dressing, exercises, and meal preparation.

Rehabilitative Therapy Visit (89)
Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.

Medical Social Service Visits (8)
Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Clinics

Local Well Adult Support Groups & Other Clinic Visits (280)
Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

Patients Attending Flu Clinics Held in Boxborough (238)

Patients Attending Well Adult Clinics from Boxborough (41)

Communicable Disease

Communicable Disease Reporting & Control
Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Boxborough (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health"
- Receive reports and undertake follow-up as necessary regarding certain food borne and water-borne diseases, and diseases being monitored by the MDPH.
- Receives reports, investigates, and conducts follow-up on all incidences involving positive rabies results.

Number of Communicable Disease Cases

Investigated (58)

Confirmed (26)
- Anaplasmosis..... 10
- Babesiosis 1
- Campylobacter..... 3
- Hepatitis C 1
- Influenza 5
- Lyme Disease 6

Health Promotion

Skilled Nursing (42)

Medical Social Services (20)

Dental Health Department

Examination, Cleaning & Fluoride – Grades K, 2 & 4

Students Eligible (156)

Students Participating (101)

Referred to Dentist (7)

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Instruction – Grades K, 1 & 5

Number of Programs (8)

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 40 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is 508-393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost-effective mosquito control. IPM encourages the use of nonchemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program. New in 2011 is an educational program geared towards senior citizens.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source (i.e. water-holding containers), is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology and the need to eliminate these man-made breeding sources. We also now have a tire collection program that removes these larval habitats from the environment and are then taken to a facility for recycling.

Bacterial larval control with Bti (*Bacillus thuringiensis*) is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if predetermined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat. We treated 880 acres of wetland by helicopter with funding from the Board of Health in 2014. Pre- and post-monitoring showed a 49.38% decrease in mosquito larvae in the treated areas. Over 17 acres were also treated by ground equipment throughout the season.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction, or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases, residential areas are treated with either hand-held or pickup truck- mounted sprayers. Applications are site-specific and are determined by weather, type of area, and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus (WNV) in our service area. Specialized traps are used as a mobile force for viral monitoring and are placed in member towns on a weekly basis for routine sampling. If a WNV or Eastern equine encephalitis (EEE) hot spot is identified, surveillance is intensified to sample mosquitoes, and these collections are sent in to the Massachusetts Department of Public Health for testing.

We are now running a research and efficacy department that checks for efficacy of our products and techniques and researches new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis. The project has a website at **www.cmmcp.org**, which has extensive information on our program, the products we use, and mosquito control procedures. Requests for service, as well as pesticide exclusions, can be made through the website.

Timothy Deschamps, Executive Director
Timothy E. McGlinchy, Director of Operations

DEPARTMENT OF PUBLIC WORKS (DPW)

The Highway Department provides maintenance and improvements to approximately 42 miles of town roads, oversees the operation of the Hager Well, operates the Transfer Station, and takes care of all conservation land, athletic fields, and cemeteries, in addition to maintaining the grounds of all municipal buildings. We also tend to the general maintenance of Town Hall, the Blanchard Memorial Library, the Police Department, and the Historical Museum.

The Highway Department consists of eight full-time employees (two of whom attend to the Transfer Station on Wednesdays and Saturdays), one seasonal worker, and one part-time employee. Snow removal help is called in as needed.

2014 started off with the installation of the Emergency Generators that the Town was able to acquire as a result of receiving a Hazard Mitigation Grant. Generators were placed at The Blanchard School, The Hager Well, and the DPW barn. The DPW crew dug out and built the concrete pads for the generators at all three locations, poured a pad in the electrical room at the school, and helped with the placement of the generators. A row of hedges was planted as a screen around the generator at the school.

The Museum had a drainage issue that was corrected by running new piping that directed the water away from the building. Once the basement dried out, the carpet was pulled out and disposed of. Storage shelving was put up, and a rack was built to house the radio equipment.

The Massachusetts DOT implemented a Winter Rapid Recovery Road Program. This program allocated funding for a variety of repair projects that included pot-hole repair and crack sealing, for which we were eligible. We received $32,000. We purchased a hot box, which is a unit that sits in the back of a truck and is used to keep asphalt hot while working. We did pot-hole repair and crack sealing throughout town. Some of the roads that received treatment were Boxmill, Guggins, Depot, Hill, Stow, Robinson, Burroughs, Cedarwood, and Kendall.

A new 11-foot snow plow was purchased for the 1996 Front End Loader.

Household Hazardous Waste Day was held in October. We had a total of 162 cars bring items for disposal.

The failed culvert on Hill Road was replaced. A contractor was called in to pour a new head wall. The guard rail was replaced on one side of the roadway, with the other side to be replaced in the spring of 2015.

Our Chapter 90 project was the reclamation and paving of Reed Farm Road. This was a large project that included the complete digging up of the roadway, leveling to create proper drainage, catch basin repair, berm installation, and top coating with asphalt. The physical work took seven weeks for completion at a cost of $410,375.00. This project is paid for by the Town and is reimbursed 100% by the state.

The Town also received bids for the paving of three town lots: Town Hall, the DPW, and the Museum. Prior to the Town Hall being paved, the DPW replaced 130 feet of clogged drainage pipe from Middle Road along the side of the lot. All three lots were then paved.

I would like to acknowledge all the hard work of the DPW crew. Once again they have provided assistance beyond the normal expectations. I would also like to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the residents for their support.

Respectfully submitted,
Thomas Garmon, Director of Public Works

CEMETERY COMMISSION

There were eleven burials in the South Cemetery in 2014. Three of these were veterans.

All sales of cemetery lots, as well as perpetual care fund money, can be found in the Treasurer's reports. Copies of the cemetery rules and regulations can be obtained from the Town Clerk.

Respectfully submitted,
Donald C. Morse, Superintendent

VETERANS AGENT

The Veterans Service is established according to Chapter 115 of Massachusetts General Laws and is administered under State guidelines to provide information and assistance regarding benefits to veterans, veterans' dependents, widows, and children of deceased veterans.

There were three veterans buried in South Cemetery in 2014:

- John J. Halvey, World War II
- Edward Parker, World War II
- Dean Machamer, Korean War

A flag was placed on all veterans' graves for Memorial Day. Information and assistance was given to several veterans during the year. Anyone seeking help with veteran affairs can call the Town Hall, 978-264-1726.

Respectfully submitted,
Donald C. Morse, Veterans Agent

COUNCIL ON AGING

Background
The Boxborough Council on Aging (COA) is one of 348 Councils on Aging in Massachusetts. The mission of these volunteer, municipally appointed agencies is to link elder needs to available resources which enable seniors to remain active and stay in the community. The COA is a seven-member board appointed by the Board of Selectmen. Board members work together to identify senior concerns, develop programs and implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. The Boxborough COA is supported by a COA coordinator, two van drivers, and many volunteers.

Core service areas of the Council on Aging are information and referral relating to healthcare insurance, fuel assistance, health clinics (flu shots and podiatry clinics), in-home care, scheduled social events, and tax information. Providing transportation continues to be one of the most important services delivered by the Council.

Ongoing Activities
In 2014 the COA van provided over 600 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the library, wellness activities, and other destinations in the community. While medical trips are the priority, the van was also used to provide seniors with some recreational out-of-town daytrips. Destinations in 2014 included Fitchburg Art Museum, Mt. Auburn Cemetery in Cambridge, and the Sleeper McCann House in Gloucester. The Cross Town Connect regional van dispatch service continues to handle ride reservations and provided 37.5 hours of dispatch service per week.

The successful Senior Tax Work Off program had seniors performing 1,785 hours of work during 2014, resulting in a comparable wage value of $29,031. The Are You OK (referred to as RUOK) program implemented by the Boxborough Police Department continues to offer security for seniors and their loved ones by making daily check-in calls.

Seniors programs have increased considerably at the Boxborough Community Center. The exercise program (Fitness with Holly) has been relocated to the center and meets three mornings per week. A Recreation Department-sponsored exercise program also uses the Community Center. Our ongoing programs at the center are Tai Chi, Spanish Class, Line Dancing, and Game Day. All health clinics and luncheons take place there as well. In 2014 a new water exercise was introduced, and a second yoga class was scheduled; these are held at a local swim facility and yoga studio.

The Council on Aging held a Senior Art Show at the library in January 2014, a Valentine's Day party in February, and an Ice Cream Social in July. During 2014, the COA assumed responsibility (with sponsorship by numerous town groups) for the monthly seniors' lunches, formerly organized by the Boxborough Neighbors. For 2014, those were the Town Hall Employee Brunch, COA & Visiting Angels Lunch, the Police and Fire Department Lunch, and the Boxborough Minuteman Company lunch (photos below courtesy of Liz West and Frank Sibley).

Boxborough Minutemen Company Senior Luncheon

Assistance from the Friends of the COA
The Friends of the Council on Aging work tirelessly to provide both financial support as well as sponsorship for senior programs, and this support helps to keep them at no cost to seniors. The ever-popular Speaker Series Program highlights in 2014 were: "Banking for Seniors" w/ Middlesex Savings Bank, 18th Anniversary Lunch with Emmett Schmarsow from the Massachusetts Executive Office of Elder Affairs, "Meet Henry David Thoreau," and the Annual Holiday Party with The Justin Meyers Jazz Trio.

New Initiatives
In response to a questionnaire that was distributed to all seniors in Boxborough in 2014, the COA actively pursued several new activities. One common issue for many seniors was the desire for some basic courses in computers and other information technology devices. To help satisfy this need, the COA developed a series of three courses, referred to as the "Tech Tools" program. In November and December, the first series of Tech Tools courses was held at the Boxborough Library. Course #1 dealt with the basics of computers; Course #2 addressed the basics of iPads, and Course #3 addressed Boxborough Library resource databases. This Tech Tools series was very popular with seniors and will very likely be repeated in 2015. Particular thanks is due to the Boxborough Library staff for their significant help in both hosting and helping to teach these technical courses.

Another item that drew significant interest from seniors was the desire to have help with tasks that are difficult for seniors to perform. In response to this need, the COA developed a draft list of senior services tasks and will work with Boxborough organizations next year in attempting to identify resources to aid seniors needing a helping hand.

New Member
During 2013, we welcomed Susan Page as a new Board member. The Board also recognized Sue Fredrickson for her countless efforts and contributions during her tenure as a Board member.

Thanks to Town Organizations
The senior community benefits from the professional services provided by the employees at the Department of Public Works, the Fire Department, the Sargent Memorial Library, the Police Department, and the Town Hall employees. We acknowledge and appreciate their dedication to Boxborough seniors.

WELL-BEING COMMITTEE

The Well-Being Committee was established in 2013 by the Board of Selectmen to help identify and address human services needs in the community and to look for ways to improve the health and well-being of all town residents.

At the 2014 Annual Town Meeting, the Committee sponsored a warrant article that recommended the hiring of a Community Services Coordinator for 8-12 hours/week to help connect residents to needed federal, state, and local services. Town Meeting voted in favor of adding the position as a pilot program. In November, the Town hired Lauren Abraham, MSW, LICSW, to fill the position. Her primary role is to help residents obtain the services for which they qualify, including financial assistance, Supplemental Nutrition Assistance Program (SNAP) benefits, housing programs, and mental health and wellness support. She also provides follow-up to the Town's emergency responders on issues involving domestic violence, substance abuse, and mental health crises.

The Community Services Coordinator has private office hours on Tuesdays from 9am-1pm and Thursdays from 11am-3pm on the second floor of Town Hall. These hours are expected to increase in FY 2016. Lauren can be reached at 978-264-1730 or via email at labraham@boxborough-ma.gov. All contact and communications with Lauren are held in strict confidence.

ACTON-BOXBOROUGH CULTURAL COUNCIL

About the Acton-Boxborough Cultural Council
The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) Grant funds, to promote the arts, and to help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding MCC grant funds to projects that provide a local public benefit.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations, and more.
- Advocacy for the arts through community outreach and publicity.

The ABCC's activities take place from September through June; calendar year 2013 encompasses the second half of FY 2013 (January-June) and the first half of FY 2014 (September-December). This Annual Report gives preliminary results of our FY 2014 Grant Cycle in which we plan to support 37 individuals, schools, libraries, and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs, and collaborations the ABCC was able to undertake in 2013 thanks to the continued financial support from our towns.

ABCC Leadership
Kristie Rampton Johnson and Sunanda Sahay are the Co-Chairs and Grant Coordinators. Nancy Kumaraswami serves as Secretary. Greg Hutchins served as Treasurer. Publicity coordinator is Marion Powers. To recruit

members, we work closely with the Acton and Boxborough Boards of Selectman, town staff, and other town volunteers on our continued membership efforts.

Massachusetts Cultural Council (State) Funding for FY 2015

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, and creativity; planning, budget, and most importantly, community benefit of each proposed project. At the beginning of Fiscal Year 2014-15 the ABCC was allotted $8,700 from the MCC.

It was another competitive grant season. We publicized the availability of grants through emailed and posted fliers and press releases in *The Beacon* and *Action Unlimited*. We also provided telephone and email consultation to several applicants. Application information was available at our staffed display table at the Acton-Boxborough Farmers Market in August and at the Boxborough Harvest Festival. We received 36 applications requesting a total of $17,307 in funding. The number of applicants has been consistent over the past several years. After very difficult and lengthy deliberations, the ABCC chose to fund 29 projects that give the greatest benefit to our communities. These projects include:

- Magic Moments with a Super Hero at the Sargent Memorial Library
- Music for Friends of Council on Aging (FCOA) Holiday Luncheon at the Boxborough Community Center
- Jumpin' Juba at the Sargent Memorial Library
- Nashoba Valley Concert Band for the Boxborough Harvest Festival
- Inca Son-Music and Culture of the Andes for the Acton Boxborough High School
- 15th Annual Robert Creeley Award at the Acton Boxborough High School.

Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, Boards, and public officials in both towns is truly remarkable. Boxborough provided $1,500 through a Warrant Article for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to the town copiers, etc. We are also thankful for the continued support and active involvement of our liaisons, Boxborough Selectman Susan Bad and Acton Selectman Janet Adachi.

The ABCC sponsored and collaborated on several exciting events in 2014. Details are below.

Naming and plaque installation of wildlife sculpture at Nara Park. Linda Mayer of Acton led the effort to involve the Acton Boxborough elementary schools to organize a naming contest of the sculpture. A call for submissions of names from students was issued in the spring. Dozens of students participated. The winning name of "Heron's Dream" was submitted by Calvin Miller of Conant School. The sculpture was named in a formal ceremony that took place at Nara on June 1st in the presence of Sen Eldridge and Rep Atkins. The Blanchard School Brass ensemble performed at the event and was given $100 as appreciation. Calvin Miller won a "Quill and Press" courtesy gift card.

Fifth annual "Our World in Film" International Film Series, May 2014. ABCC member Greg Hutchins coordinated the "Our World in Film" International Film Series, which included the films *La Estrada (*Italian*), Wazda* (Saudi Arabia), and first movie produced in Saudi Arabia, first movie produced and acted in by an Arabic woman), and *Mary and Max* (Australian). Introductions to each film were provided by various committee members and discussions were led by local residents familiar with the culture shown in the film. Showings were held at the Sargent Memorial Library and Acton Town Hall, and the films shown have been donated to the towns' libraries for their collections.

FY14 Grantee Reception – April 4, 2014. The ABCC held its annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. In addition to our FY 2014 grantees, our state and local legislators and officials were invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters and collaborating artists and organizations and to highlight upcoming events. Acton Selectman Janet Adachi and Boxborough Selectmen Les Fox and Frank Powers attended. Performances by 2014 grantees included a group of Indian dancers from one of the Indian grantees and committee member Suman Adiseshu's dance school. The Council also celebrated the contributions of retiring members Barbara Estabrook and Suman Adiseshu in the presence of Senator Eldridge and MCC representative Kate Longmire.

Thank you so much for your kind support.

PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE (PCCC)

This committee, in conjunction with other groups within Boxborough, coordinates activities for our citizens, and engages in various projects to preserve the heritage and strong community of Boxborough. The PCCC leads three major events each year – the Memorial Day observance in May, Fifers Day parade and award ceremony in June, and the town tree lighting in December.

Memorial Day was observed with the traditional parade. The route took marchers along Hill Road to North Cemetery, down Middle Road to the War Memorials at Town Hall, and down Stow Road to South Cemetery. At each stop, flags were raised then lowered to half-staff, and a musket salute was fired by the Minutemen. At the cemeteries, Donald Morse read the names of our deceased veterans. We were pleased to have remarks by State Senator Jamie Eldridge. For the third year in a row 5th and 6th-grade students from Blanchard competed in a Memorial Day essay contest, sponsored by the PCCC. The three winners, Mimi Bounar, Evan Xiong, and Josh Lee, read their essays at North Cemetery, Town Hall, and South Cemetery. Numerous parade attendees were moved by the essays and commented that the children's essays were the most meaningful part of the day. Marchers included the Veterans, the Selectmen, the Minutemen, the bands from Blanchard Memorial and RJ Grey Junior High schools, and local boy scouts.

Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission and began with the morning road race, followed by the parade from the Blanchard School to Flerra Field. Our Parade Marshall was Dr. Curtis Bates, the Blanchard School District Principal and Superintendent (Boxborough joined the Acton-Boxborough Regional School District, and Dr. Bates retired this year). Portraying Luther Blanchard and Lucy Hager in the parade were Brian Smith and Siena Brolin, 6th-graders at the time.

At the conclusion of the parade, Rob and Anne McNeece were presented with Boxborough's highest honor, the 2013 Golden Fife Award, for their exceptional dedication to the success of our town. As one of the many nominations for Rob and Anne noted, "Over the last 20-plus years, this couple has quietly but decidedly been the civic bedrock of the Boxborough Library." An afternoon of fun and food followed. The weather was delightful.

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). This year the event was held, for the first time in many years, during a rainstorm. Blanchard School's band director Chris Baird was selected as the fourth recipient of the annual Spirit of Giving Award. Mr. Baird has worked with our elementary school band for 23 years, leading it for the last nine years. The Blanchard Band continues to win awards and receive recognition for their excellence across the state, due in large part to Mr. Baird's dedication. Mr. Baird lit the tree on behalf of the town. A great crowd of over 200 people, crowded under umbrellas, joined in singing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. Refreshments followed at the Museum, where food pantry donations were collected as well. Thanks to our hosts the Historical Commission and Historical Society.

Boxborough Minutemen Musket Salute, South Cemetery, Memorial Day 2014

Veteran Don Morse reads the names of fallen soldiers in North Cemetery, Memorial Day 2014

Fifers Day Parade Marshal Dr. Curtis Bates with Brian Smith and Siena Brolin (portraying Luther Blanchard and Lucy Hager)

Golden Fife Winners Rob and Anne McNeece, Fifers Day 2014

Our citizens' participation in these events is what makes this work worthwhile and we are also deeply grateful for the help received from the staffs at Town Hall, DPW, Police, Fire, Library, and the schools.

RECREATION COMMISSION

The Boxborough Recreation Commission is a seven-member commission responsible for the development and implementation of recreational programs for Boxborough citizens of all ages. The Commission is also responsible for the management of recreation programs at Flerra Meadows, Fifers Field and Liberty Field. Members of the Commission in 2014 were Kevin Lehner (Chair), Mitzi Garcia-Weil (Treasurer), Hilary Greven (Clerk), Megan Connor, and Matthew Rosner.

To further contribute to the community, the Commission employs residents of the Town to conduct its programs. The Recreation Commission works closely with the Blanchard Elementary School to promote enrollment and distribute program information. Enrollment and registration processes are performed by the staff at Town Hall.

Current Recreation Commission Programs

Winter Recreation Sports Program

The Recreation Commission traditionally conducts an eight-to-ten session youth sports-oriented program held on Saturday mornings beginning in early January. This program was re-launched this year after a 1 year hiatus. As a result of the school district consolidation, it was necessary to coordinate space for the program with Acton Boxborough Community Education. This was handled with minimal concerns. The Commission constantly reviews any/all potential winter activities and will pursue any that fit the needs of the Town.

Summer Playground

A summer playground program is available to children in grades Pre-K through 6th grade. The program provides well-supervised games, sports, and creative activities. The Summer Playground is held each July and now consists of four one-week sessions while utilizing the active recreation space at Flerra Field. The Recreation Commission hires 3-4 adult playground directors and approximately 24 teenage playground counselors. In addition, the playground has a strong volunteer program consisting of 7th and 8th graders working for community service hours. Kyla Sandock, Allie Markiewicz, and Courtney Bilodeau directed this past year's program. This year's program will be directed by Kate McMillan. There were approximately 100 registrants for each of last year's four one-week sessions. As a result of declining enrollment and the consolidation of the school districts, registration to Summer Playground is now offered to all Acton and Boxborough residents.

Coordination efforts for post-playground activities are continuous, and the Commission currently offers an afternoon baseball camp operated by At Bats of Boxborough. This post-playground offering is expected to expand this year with an additional opportunity offered by Boxborough Gymnastics.

Adult Basketball

The Commission continues to sponsor an adult basketball program available to all adult residents. This program will once again be held at the Blanchard School gymnasium in the fall, with the day and time to be coordinated with AB Community Education.

Seniors Exercise Program

The Recreation Commission has always provided funding to support an exercise program for seniors facilitated through the Council on Aging. This program is in the process of being modified to provide even greater support for our seniors.

Boxborough Town Athletic Fields

The Town of Boxborough currently has three grass playing fields and two little league-sized baseball diamonds located at Liberty Field, Flerra Field, and Fifer's Field. These fields exist primarily for the use of residents and Acton Boxborough youth programs and are maintained by the Town DPW. Each field is rested periodically in order to perform maintenance and maintain a proper (safe) playing surface. General field maintenance is performed regularly, and major work is determined collaboratively among the Recreation Commission, Department of Public Works, and local youth sports organizations like Acton-Boxborough Youth Soccer and Acton-Boxborough Youth Baseball. In 2014 these organizations also performed additional maintenance and support for the individual playing fields used by their organizations.

Boxborough Recreation Commission's Field Use Policy

In 2012, the Town initiated a field use and permit fee policy for outside organizations wishing to utilize town playing fields. The policy and permit fee schedule are available on the Town website. The policy mirrors similar policies of surrounding towns, most notably Acton, and was initiated to help the Town recoup expenses incurred maintaining town playing fields and the surrounding grounds.

Recreation Commission Looking Forward

The Commission is constantly reviewing program options and is considering both improvements in existing program content as well as new program offerings. Most recently the Commission assumed responsibility for the general maintenance, upkeep, and potential upgrade to the playground equipment at Flerra Meadows. In response to a survey conducted by the Town in 2013, the Commission is reviewing options to improve facilities for basketball and tennis, primarily through the use of funds generated by the Community Preservation Act, which the Town approved in May of 2014. As always resident input is welcomed. Currently the Commission is understaffed, with 2 appointments open. The entire volunteer board functions solely through the efforts of resident volunteers and needs continued community involvement in order to remain effective.

STEELE FARM ADVISORY COMMITTEE

The Steele Farm Advisory Committee (SFAC) advises and assists the Board of Selectmen (BoS) in managing, maintaining, and planning for the future of Steele Farm, a municipal property. The Committee strongly supports protecting the historic farmstead, preserving the open space and wildlife habitat, continuing agricultural activity, and encouraging public access to the property.

During an inspection of the farm house in early May, committee members discovered that a portion of the stone retaining wall in the basement on the west side of the chimney had collapsed at some time over the winter. After consultation with the Building Inspector and Board of Selectmen, a structural engineer examined the damage and made several recommendations. Actions taken included the installation of an electric service and two electric heaters in the basement, to keep the temperature above freezing; removal of debris from the collapse to another part of the cellar by Ed Whitcomb; insulation of the basement window, bulkhead doorway, and first-floor cellar doorway; bracing of the floor joists under the kitchen; and installation of temperature and humidity sensors. Monitoring will continue to ensure the stability of the chimney structure.

House at Steele Farm

Wildlife at Steele Farm

Other notable events in 2014 included:

- At Annual Town Meeting in May, funds were voted to contract with The Conway School of Sustainable Landscape Design for the production of a Steele Farm Management Plan.
- The Committee welcomed back former SFAC member (and former BoS member) Dave Birt. He brings a wealth of experience in town government.
- In August, members of SFAC joined representatives of The Trustees of Reservations, Boxborough Historical Society, Inc., members of the Board of Selectmen, and the Town Administrator for the first annual Monitoring Walk, prescribed by the Conservation and Historical Preservation Restrictions agreement signed last year.

- Members of the Boxborough Boy Scout Troop conducted several activities at Steele Farm.
- SFAC members participated in Spring and Fall work days at Steele Farm. These are usually held on Saturday mornings from 9 to 12, and all those who enjoy spending time at the Farm are invited to join us. SFAC member Jeanne Kangas is working on a revival of the Friends of Steele Farm, a group originally organized by former SFAC member Judi Resnick. The intention of the group is to give an opportunity to any who love Steele Farm and wish to donate a little time to the cause. The commitment can be very flexible.

The Committee is grateful to Building Inspector Dave Lindberg, who spent a great deal of time assisting in the follow-up to the wall collapse in the farm house basement. Many thanks are due to the Department of Public Works for all the work they perform to help maintain Steele Farm and keep it accessible to the public year-round. The SFAC extends its appreciation to Don Morse for haying operations.

Respectfully submitted,
Bruce Hager, Chair

BOXBOROUGH ENERGY COMMITTEE

During 2014, the Energy Committee's (EnCom) primary focus was on investigating and initiating a solar program in Boxborough. Because Boxborough is not a "Green Community," it cannot partake in the state program, Solarize MASS. However, after completing research and conducting a survey of residents during May-September 2014 to determine interest, the committee began planning for the Boxborough Solar Initiative, with the support of the Town's administration, using Solarize MASS as a template. The committee met with representatives from Harvard, Acton, Stow, and Concord to discuss their solar programs and procedures. In the meantime, the Committee learned that the net metering program offered by LELD to residents and businesses had reached its maximum of a 1% cap. LELD plans to add a second phase to net metering by mid-spring 2015. The Committee has had to move more slowly that originally hoped. However, the first step in launching the Boxborough Solar Initiative is to hold a Solar Forum for Boxborough residents on April 16, 2015, at the Library.

The Committee applied for and received a grant from the Metropolitan Area Planning Council (MAPC) to have a technical consultant help with determining what energy efficiency projects the town could pursue. As a result, Erin Brandt of MAPC attended the January meeting as part of the LEAP2 grant. (LEAP stands for Local Energy Action Plan). MAPC is a regional planning group out of Boston that has begun working on energy upgrades at municipalities within the MAPC area. MAPC's Clean Energy program is two years old.

Erin became the facilitator for the Town of Boxborough. She created a "working group" that consisted of energy committee members, town employees, and outside residential, environmental, commercial, and industrial representation. A small working group met first, followed by the whole group, which was successful in having Erin develop a town profile and an energy profile. Erin was replaced by Ani Krishnan when Erin left to get married and moved. The number of committee members was enlarged to include an LELD representative, Kevin Goddard. Sadly, Kevin became ill and died. To date, LELD has not named a replacement.

Following up on Kate Crosby's talk to us in 2013 about the AB schools' "Power Down" program, we connected Kate and Kerin Crockett, 5th-grade teacher interested in energy-savings issues, so Blanchard can follow in the same footsteps of instituting methods for energy savings.

The Committee purchased recycling bins for the municipal playing fields and helped the Town select insulated shades for the Town Hall. It also worked with MAPC to get National Grid to conduct audits of natural gas used at municipal buildings.

We asked LELD to apply for a MAPC/DOER grant. LELD decided not to apply because of regulatory and control issues.

We reached out to the Littleton Sustainability group to ask if they were interested in doing a solar program together. They expressed no interest.

Before school started at Blanchard, we met with Kerin Crockett and our new principal, Dana Labb, to talk about the meaning of the school merger regarding energy issues and how we could work together. We learned that Kate Crosby held a summer meeting that was very successful in including Blanchard in her plans as Energy Manager for the AB schools.

In early fall, we attended a meeting with Selina Shaw and David Lindberg from the Town of Boxborough, Scott Edwards and Nick Lawlor from LELD, Ani Krishnan and Rebecca Davis of MAPC, and Kelly Brown of the Department of Energy Resources (DOER) to discuss interactions among LELD, Boxborough, and MAPC under the new LELD management. The discussion was also about the MAPC grant, which they will extend another year. LELD indicated they do not want to negotiate any deals or enter into any grants that will require Massachusetts regulatory requirements to be met. LELD said they would be happy to meet with the Energy Committee and hear what the EnCom wants, but they have not put aside any money for projects. LELD said they already have a program in place for the residents: net metering. LELD indicated they will not offer any rebates or incentives to anyone installing solar systems, nor will LELD deal with solar systems that are installed by a third party and leased. Residents have to go to a bank and fund their own system. Littleton does have a community-shared solar system that LELD has approved, and LELD is willing to work with shared solar systems.

Lastly, we met with MAPC and Blue Wave Capital, a solar installer of MAPC's choice, to determine if there were any locations for a municipal solar system. After evaluating all potential sites and roofs, including the Transfer Station, Blue Wave determined there were no viable locations for a municipal PV system in Town. They did not consider solar arrays on the ground nor parking-lot arrays (like REI).

AGRICULTURAL COMMISSION

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town. We continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2014 season. We worked closely with the Conservation Commission to continue expanding agricultural uses on conservation land in town. We continue to work on the Open Space and Recreation plan (OSRP), identifying properties for potential preservation to keep our agricultural character preserved for the future. We assigned a member to a voting position on the Master Plan Update Committee. We have also designated a member to sit on the Community Preservation Committee. The Commission held monthly meetings during 2014.

SARGENT MEMORIAL LIBRARY

The Sargent Memorial Library is dedicated to the promotion of lifelong learning, personal and professional enrichment, and a love of reading. The Board of Library Trustees and library staff strive to ensure free, equal, and confidential access to all collections and information services, to maintain the library's building and to predict the future needs of the Boxborough community.

This year the Sargent Memorial Library was chosen by the national publication for librarians, *Library Journal*, as one of America's 2014 Star Libraries. This annual index of public library service measures libraries by their population and municipal expenditure category with the number of items circulated, library visits, program attendance, and internet computer users. The goal of this study is to determine what and how much taxpayers received for their money from the public library as well as the difference it makes in patrons' lives. Every item borrowed and service used at Boxborough's public library saves people money. During 2014, there were 95,270 library visits and 167,366 items checked out.

The demand for electronic resources continues to increase. Circulation of eBooks and downloadable audio books increased 93%. We have joined with other members of the C/WMARS Library Network to offer e-titles

of interest to everyone. Through generous donations from the Sargent Memorial Library Foundation, we now subscribe to 16 reference resources in a variety of subjects, downloadable music and magazines, and eBooks and audiobooks. All these resources are accessed free of charge with a Boxborough library card. The library staff has embraced the challenge of offering assistance with portable devices. We continue to use social media to publicize events. Patrons can follow us on Facebook and Twitter.

Story time and craft sessions, afternoon movies, Spanish language classes, Monday afternoon movies, and knitting group meetings are held weekly. Genealogy researching workshops were held at the library this year. Several technology workshops, including eBook clinics, reference database searching, and Tech Tools for Seniors, were all very popular with Boxborough residents. Student and adult book groups, themed weekly craft programs, Lego club, getting ready for kindergarten socials, Therapy Dog reading sessions, and early release day movies are just a few of the regularly scheduled programs. The library bursts with activity during school vacations and the summer reading program. In 2014, the meeting room was filled to capacity for Creature Teachers Live Animal Show, Musician/Storyteller John Porcino, Magician Scott Jameson, Mike the Bubble Guy, and Tommy James's Halloween Magic Show. Local artist Sunanda Sahay held Indian Art workshops for all age groups. Debbie and Tom O'Carroll performed an Irish magic and folklore show in the afternoon and an Irish music concert in the evening. World Music and Dance programs and workshops were sponsored by Arts Are Essential at the library.

The library meeting room's rotating art exhibits add to the value of this wonderful space. In 2014 the nature photographs of Neil Tischler and watercolor paintings of Florence Como, Sunanda Sahay, and John Tzkacs were on display. Boxborough's seniors exhibited a mixed media art show, and the work of students from all art classes in Acton and Boxborough schools were once again displayed. The year ended with an exhibit of 14 years of memorable digital photographs of Boxborough events, people, and places by resident Frank Sibley.

The library has changed its website http://www.boxborough-ma.gov/sargent-memorial-library. Transitioning to the Town's hosting provider, Virtual Town Halls and Schools, provides a better user experience mirroring the Town's website. The new design has improved navigation and better support for mobile devices. We recognize library staff member Molly Wong for her work on this project.

The HVAC controls software was upgraded as part of the regular maintenance plan and to ensure the comfort of patrons and safety of the building. The library's firewall was also upgraded this year.

Fun for all ages at the Library

Library Book Group – 15 years and still reading

The Garabedian trail continues to be used by Blanchard students and town residents. It allows all Boxborough residents safe access while walking to the library. It also makes Blanchard Memorial School class visits possible. In 2014, Grades K, 1, 2, 3, and 4 all visited the library to work on school projects. The extended day classes and preschool classes visit the library monthly for programs, story times, and early release day movies. The Boxborough Children's Center (BCC) teachers bring children to the library on a regular basis for story time and a theme-related craft project. They walk to the library from the BCC in good weather, crossing over the Garabedian Trail. Buses from RJ Grey Junior High and Acton-Boxborough Regional High School (ABRH)

regularly drop students off at the end of the driveway to work on school assignments and volunteer at the library.

The library is always open to new and innovative ways to collaborate with AB schools. Kindergarten and preschool classes come to the library as part of an "outside excursion" and have presented us with special books the children have created as a group. Kathleen Taffel, Youth Services Librarian, visits all grades at the school. The library proudly displays projects which Blanchard students have created. The 6th-grade class end-of-school barbecue and spring PE classes and games were held on the library grounds. In coordination with School Librarian Connie Long, author Grace Lin visited the Sargent Memorial Library for day-long meetings with all students and teachers from Blanchard Memorial School. Boxborough's Library Director attended the ABRS new teacher orientation meeting at the invitation of Superintendent Glenn Brand to discuss the services available to students and teachers at the Sargent Memorial Library.

Cinderella having a "ball" at the Library

Reading and relaxing at the Library

Donations from the Sargent Memorial Library Foundation fund enhances the entire library collection and the purchase and renewal of electronic resources for library patrons. The library now subscribes to the following online resources: AtoZ USA and AtoZ World Travel, Career Cruising (job searching), Consumer Reports, Freading (eBooks), Freegal (downloadable music), Heritage Quest (genealogical resources), Mango Languages (online language learning courses), Morningstar (investment research), TumbleBooks (eBooks for kids), and Universal Class (online continuing education courses). Zinio digital magazines will be available in January 2015. All these resources can be accessed both remotely and from the library. We also subscribe to the genealogy database Ancestry, which can be accessed only from the library.

Boxborough is fortunate to have committed Friends of the Library group who work tirelessly to support the library. The Friends group holds two successful book sales each year. Their efforts fund most programs, activities, and museum passes. In 2014, 1,348 museum passes were borrowed by library patrons. A complete list of all museums is available on the library website. Several local businesses continue to donate to the Friends of the Library to support the funding of library programs and museum passes. A full list of these businesses is also on display on our website and at the library.

Library volunteers, including several in the Senior Tax Work Off program, and ABRS students fulfilling their school community service requirements worked over 1,349 hours at the library in 2014. We are extremely grateful to these hard-working volunteers for their dedication to Boxborough's library.

I wish to thank the very dedicated library staff, Ramika Shah, Kathleen Taffel, Molly Wong, Judy Reiter, Claudia Murphy, Marion Powers, and Ruth Hamilton. Several library staff members attended classes and workshops at the New England Library Association's annual meeting, which was held in Boxborough at the Holiday Inn this year. Staff members also take advantage of free training opportunities provided by the Massachusetts Library System and C/WMARS Library Network.

On behalf of the library staff, I wish to thank and recognize the Sargent Memorial Library Board of Trustees, Mary Brolin, Jennifer Campbell, Sandra Haber, Kathy Luce, Megan McCullough, and Rob McNeece for their dedication and leadership.

Finally, I wish to thank the Boxborough community for your ongoing support of the library. We look forward to celebrating our ten-year anniversary in the new building in the coming year.

Respectfully submitted,
Maureen Strapko, Library Director

BLANCHARD MEMORIAL SCHOOL

Students proudly presenting their books at Blanchard's Community meeting

Welcome to Blanchard! It has certainly been a year of many "firsts." Upon my first day, on July 1st, I became the first principal of the newly regionalized Blanchard Memorial School. In a few short months, I will welcome the first graduating class of the new Acton-Boxborough Blanchard Memorial School! My core values include the pursuit of lifelong education, facilitating open and honest communication, encouraging collegial and respectful relationships, and advocating for those who cannot advocate for themselves. I have depended on these guiding principles to support a smooth transition for families, students, and staff.

The first value on the Acton-Boxborough Mission Statement is "An environment that promotes social development and emotional and physical well-being for the entire school community." Blanchard's STARR values, Support, Teamwork, Attitude, Respect, and Responsibility, continue to reflect our mission and core beliefs. When I attended the Boxborough Master Planning meeting on November 19th, I gained greater understanding of Boxborough. Blanchard is still very much the core of the town, and we are committed to maintaining the strong relationships and sense of close-knit community that is reflected by our greater community of Boxborough.

Dr. Karen Tower continues in her role as Assistant Principal, and we have worked hard to develop a shared vision. Our work is grounded together in a Co-Leadership model. We stand united in our STARR values, dedicated to using data to inform instruction, developing curriculum, improving evaluation, and assisting in assessment.

On December 2nd, Blanchard Memorial School hosted a special visitor. Secretary of Education Matt Malone noted the warm, welcoming, and clean building. He mentioned our forward-thinking math, literacy, and science programs, our outdoor classroom, and our Response to Intervention (RTI), which offers individual attention and creates options for students. He called our music program "a gem" and mentioned that our caring, strong teachers were also reasons why "Blanchard is in the top 20% of the state."

There are currently 432 students in Grades Pre-K through Six. Blanchard also provides classes for two Collaborative Awards in Science and Engineering (CASE) programs. Our students continue to receive the added benefits of art, music, physical education/health, and library/technology classes. One hundred five students in Grades Pre-K through Six attend Extended Day in the morning and afternoon programs. Extended Day children

participate in arts and crafts, nature and science activities, games, cooking, and sports. Additionally, students have access to the computer lab. Extended Day sponsors enrichment classes and field trips on days that school is not regularly in session.

We have a caring and devoted faculty and staff that include master teachers and hard-working custodians who are passionate about making your children central to their work**.** This year, there are 11 educators at Blanchard whose combined service totals 237 dedicated years. In addition, the staff and school have received many honors for their work. This fall, the entire Grade Six Team presented at the Massachusetts Computer Using Educators (MassCUE) at Lesley University. Kate McMillan presented at Lesley University and at the National Council for Teachers of English in Washington D.C. and will present to the Central Mass Reading Council in March. Kate McMillan has also been awarded a substantial STARS Residency grant from the Massachusetts Cultural Council for her application entitled "Using Art to Investigate Historical Culture." Also included in the study were Jason Dimen, Janet LaVigne, Nancy Melbourne, Peggy Harvey, Deb McLean, Kristin Kilcommins, and Courtney Stevens. Courtney Stevens received an Acton-Boxborough Education Association (ABEA) New Teacher grant for Words Their Way Curriculum Development in Grade Four. The Hall at Patriots Place and Raytheon awarded Jason Dimen $1,000 for being selected as a runner-up for Science, Technology, Engineering, and Mathematics Elementary (STEM) Teacher of the Year. Eileen Barnett and Deb McLean will present at the National Art Education Conference in New Orleans this spring. Chris Baird received the town's Spirit of Giving Award at the annual Boxborough tree lighting ceremony. The iPad Grant proposal submitted to Littleton Electric by Blanchard was accepted, and we received twelve iPads to complete our classroom set. The staff had a successful Google Apps and Digital Citizenship training, and several teachers participated in an optional professional learning opportunity on creating classroom webpages.

This year, we enthusiastically welcomed several new staff members: Kristen Pawl, Office Clerk; Erica Daigneault, Speech Language Pathologist; Tim Lundy, Technology Assistant; Regina Fitek, Math Assistant; Theresa Laquerre, English Learner Educator; Chiuling Campo, General Education Para-Professional; Danielle Fredericks, Special Education Paraprofessional; Maia Proujanski-Bell, Reading Assistant; Vidya Sampathkumar, General Education Paraprofessional; Katlyn Gauthier, Speech Language Pathologist Assistant; Beth Rivet, Guidance Intern; Latha Murthy, Lunch and Recess Aide; and Sunitha Paravasthu, General Education Paraprofessional.

We are completing our first year using our new K-Six Math In Focus (Singapore Math) Common Core aligned curriculum. We continue to measure students' achievement with Assessing Math Concepts in kindergarten through second grade. In language arts, we continue with the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and Benchmark Assessment Systems (BAS), supplementing with a leveled reading library to support instruction. Writing has been adjusted to include the rubrics created by Acton-Boxborough teachers with specificity to each genre of writing and aligned with the Common Core.

For the 2013-14 Massachusetts Comprehensive Assessment System (MCAS), Blanchard was awarded progress and performance index extra credit points for narrowing proficiency gaps in English Language Arts (ELA) and math, as well as reducing warnings and failures by more than 10% in ELA. We made gains in our "High Needs" population, which we attribute to our inclusion and co-teaching model and Massachusetts Tiered System of Support (MTSS) Response to Intervention. Our growth percentile for all students has been on an increasing trend for High to Very High growth and on a decreasing trend for Very Low to Low growth since 2008 in both Math and ELA.

Blanchard continues to embed Response to Intervention into the daily schedule. This 30-minute block allows staff an opportunity to work closely with a custom grouping of students. After the assessments are scored, the staff meets for Data Days to review the assessments, achievement, and learning needs and to inform teacher instruction. It is important to know that we base decisions on students' needs and achievement on several assessments to obtain a comprehensive learning profile of our students. This determines whether or not a child requires enrichment (Tier 1), re-teaching or review (Tier 2), or a more intensive intervention of skills and concepts (Tier 3).

Community is important to us. We continue to meet as an entire school during themed monthly Community Meetings. Some themes to date: Introduction of staff and STARR values, UNITY day, Veterans Day, and literacy celebrations. We maintain an important relationship with the Parent Teachers and Friends (PTF) organization, who in addition to donating their time and talent, have always offered enrichment opportunities for our children. On November 25th, Newbery-honored author and illustrator Grace Lin visited our school, thanks to the coordinated efforts of the PTF and our Librarian, Connie Long. In December, Grade Six welcomed Boxborough citizens to the Senior Breakfast and Concert. STARR Buddies continue to meet once a month to do a shared activity to promote our STARR values and develop a sense of community within our school. Also, staff members participate in the Blanchard Buddy program, where a secret "Buddy" provides surprises each month for their "Buddy."

We work hard as a community to maintain relationships through various contributions. The following are some highlights of student, family, and faculty contributions: Staff raised over $200 in the Ice Bucket Challenge towards Amyotrophic Lateral Sclerosis (ALS) research; families and staff members donated 24 pairs of jeans to Rosie's Place, in coordination with our Guidance Counselor, Gail Walsh; we collected 67 coats for Coats for Kids in conjunction with Anton's Cleaners; Grade Six collected 117 pairs of socks, 52 sets of mittens and seven scarves and hats for the Acton Food Pantry; 170 Candy-Grams were created and delivered to the Bedford Veterans Hospital as part of the Sweets for Soldiers campaign; 160 canned goods were donated during our "Souperbowl"; 70 board games and snacks were collected for Transitions shelter at Fort Devens; and we are currently collecting blankets for Buddy Dog. Blanchard will host its annual Ashley Jee Memorial Children's Hospital Blood Drive again this year.

Other recent grade-level events to note:

- Pre-K and Kindergarten students participated in Read Across America day.
- Grade One enjoyed a visit to Drumlin Farm and learned about animals and how they adapt.
- Grade Two hosted their annual Animal Research Project presentation.
- Grade Three hosted their annual Biography Day.
- Grade Four attended the Boston Symphony Orchestra's Youth Concerts at Symphony Hall in Boston.
- Grade Five will continue to embark on their annual Cape Cod spring trip tradition by utilizing Nature's Classroom.
- Grade Six students campaigned for causes that were meaningful to them by writing persuasive essays, creating power point presentations, and fulfilling the mission of the cause through fundraising or donating goods, all via a project called "Stand Up For."

With respect to regionalization, 13 members who make up the Blanchard Memorial School Representative Team meet monthly to discuss progress and speak with the Superintendent, Glenn Brand. We are committed to providing the best service possible to students and families, negotiating complex scheduling creatively, and adjusting our practice to maximize efficiency and flexibility. Staff has adjusted well to the large-scale change, adapted to changes in scheduling, and welcomed the opportunity to connect with a greater network of educators. We want to ensure that the levels of services for all of our students with a variety of needs and learning styles are not limited, so they may better compete in a global society. This includes access to and mastery of evolving technologies and the ability for our teachers to practice quality instruction. All of our classrooms are equipped with Smart Boards and ceiling-mounted projectors and have access to iPad and laptop carts, ChromeBooks, and our technology lab. This spring, the district technology department will be making extensive improvements to the computer lab and adding additional ChromeBook carts for students. Regionalization has offered many wonderful opportunities for staff, including a variety of professional learning opportunities with a multitude of interests, as well as access to helpful curriculum coordinators who unpack state initiatives to help ease the workload. Central office staff members are regular fixtures at Blanchard and have presented at staff meetings to help us negotiate student impact ratings through District Determined Measures (DDMs), technology changes and upgrades, and Sheltered English Instruction (SEI). Our ongoing relationship with the Town of Boxborough,

including the DPW, Police, and Fire Departments, as well as the Sargent Memorial Library, adds to the ease of transition. With the help of the district, we have increased safety and security with improved playground surfacing, LED automatic lighting, signs, door locks, and entry point cameras.

In planning for the future of our students, the Blanchard School Council is reviewing the current School Improvement Plan. We have created a draft for a new goal around the health and well-being of staff and students by paying specific attention to anxiety and stress management. Blanchard recognizes the need to establish a pipeline of support for students as they mature and matriculate and wants to align with the first goal of the Acton-Boxborough Long Range Strategic Plan and the first value in the district mission statement: *As a community, we value: An environment that promotes social development and emotional and physical well-being for the entire school community*. We are establishing and strengthening programs that can be approached school-wide so that we may systematically embed positive intervention systems into our school day.

The 2014-15 School Council members are:
Mr. John Fallon, Community Representative
Ms. Patty Harrison, Faculty Representative
Ms. Maribeth Higgins, Faculty Representative
Ms. Susan Kenyon, Parent Representative
Ms. Kirsty Kerin, Parent Representative
Ms. Connie Long, Faculty Representative
Mr. Dana Labb, Principal/Co-Chair
Ms. Tessa McKinley, Parent Representative/Co-Secretary
Ms. Mary Pavlik, Community Representative/Co-Chair
Ms. Tracey Sierra, Parent Representative
Dr. Karen Tower, Assistant Principal/Co-Secretary.

Communication is paramount. You will notice resources online to streamline information on a daily, weekly, and monthly basis. *The Paw Print* is the new collaborative backpack monthly newsletter from the school and PTF with articles, information, and a calendar. The *Bulldog Bulletin* is a weekly digital notice to staff, and the *Blanchard Buzz* is a day-to-day blog of school community happenings. Our website, located at http://blanchard.abschools.org/, is a constant source of news that includes videos and documents. For those with a shorter attention span, you can also follow us on twitter at https://twitter.com/BlanchardMem.

Learning is enhanced through the support of the Blanchard PTF, room parents, classroom volunteers, the Blanchard Band Parent Organization (BBPO), Destination Imagination club, and Popcorn Players –who all add to the spirit of community. The Blanchard Memorial School chorus and band programs continue to be popular for students in Grades Four, Five, and Six. Chorus has 95 students, and band has 90 students in the program. Both programs share their musical talents twice a year with winter and spring concerts as well as during various events at school and community meetings. Advanced Band performs at the 2015 MICCA Concert Festival on March 28th. In April, the Popcorn Players present their children's musical, *Grunch*.

We believe that the bond between home and school produces student success. The exemplary school must be seen as a community resource that provides unique learning space and risk-taking opportunities for all. This was evident as I reviewed prior parent and teacher surveys upon my arrival at Blanchard. There is a theme, and that theme is "close-knit community." We are working hard to maintain that through adapting social media, forming monthly Community Coffee meetings, and daily, weekly, and monthly regular communication to keep the doors of dialogue open. Our doors are open to you, and we welcome families and the greater community to our Blanchard family.

Respectfully submitted,
Dana F. Labb, Principal

Parents, Teachers, and Friends (PTF)
Submitted by Kathy Luce, President

The Blanchard PTF is a 501c3 volunteer-run organization. Our funding comes from donations made by Blanchard families and other fundraisers. We have two primary roles. The first is to enhance the learning environment by funding educational, arts, and science enrichment activities; equipment purchases; and professional development not supported by the school budget. The second is to serve as a liaison between home, school, and community. The PTF strives to accomplish this by maintaining strong communication channels, including our website and presence on social media; our joint newsletter with the Principal, *The Paw Print*; frequent emails and flyers to parents and guardians; and general PTF meetings held throughout the year.

The PTF also recognizes the importance of sponsoring social events that promote community spirit and provide a safe and fun environment for Blanchard families to enjoy. Among these events are the annual Fall Festival, Bingo/Shopping Night, Movie Night, Dance Party, Mother's Day Table, and Cultural Fair. The PTF also sponsors the annual Teacher and Staff Appreciation Luncheon, when Blanchard families take part in preparing a lunch to express their thanks for everything the staff and teachers do for their children.

The PTF Board is very appreciative for the many hours our co-chairs and event volunteers put in to make our programs so successful. We welcome people to learn more about our organization at www.blanchardptf.org.

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

Introduction
The 2013-14 school year was a landmark year in that it was the last year that the regional district would serve Acton and Boxborough students only in the 7th–12th grades. Despite the considerable attention that was paid to gearing up for the transition to the fully regionalized PreK-12 district, the focus by staff and administration within the system remained on seeking to achieve our mission of helping prepare students as lifelong learners, critical thinkers, and productive citizens of our society.

Enrollment
The junior high school enrollment for October 1 decreased by 31 students, from 973 to 942, with 16 school choice students. Eleven were special education students attending out-of-district schools.

The high school enrollment decreased from 2,022 to 2,001, a difference of 21 students. There were 47 school choice students at the high school – an increase of eight students from the previous year. Of the total number enrolled, 41 were special education students attending out-of-district schools.

Personnel
Staffing changes for the 2013-14 school year were affected by the June 2013 retirement of six Acton-Boxborough Regional teachers. Leaves of absence for three teachers were granted, and eight resignations were received. The 16.2 full-time-equivalent new teachers who were hired filled these vacancies and additional openings.

Curriculum and Instruction

Summer Leadership Institute
Our district's mission statement has guided our Summer Leadership Institute and work for the past several years:

> *To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.*

We began in 2010 to articulate what effective instruction "looked like" and most importantly began thinking about what students would be doing and saying, emphasizing the shift from solely focusing on what teachers do

and say during instruction. That school year, we also wrote academic learning goals for all grades and disciplines – what we wanted students to know and be able to do by the end of the school year – to help guide conversations among educators and administrators about instructional practices and outcomes. In 2011-2012, we focused on the process of formative assessment and the importance of providing students feedback on their learning. Last year's Summer Leadership Institute was all about the new educator evaluation process . . . aptly titled *How Do We Know We're Learning*? We focused on goal setting, conversations, and feedback.

During those years, we also established some structures and began some initiatives to support this important work and remain focused on creating and sustaining a culture of reflection and collaboration:

- The Teacher to Teacher Program provides the opportunity to visit and observe a colleague in or out of district.
- Scheduling allows for greater collaboration among educators and between educators and administrators.
- Administrator visits to student learning settings have increased.
- Protocol Trainings and Critical Friends Groups began.

The district invited Dr. Yong Zhao to attend the 2013 Summer Leadership Institute to share his perspective on what it means to be a lifelong learner, critical thinker, and productive citizen of our diverse community and global society.

With such a national and state focus on standardized learning and testing, Dr. Zhao brought an alternative view to homogenous learning and the value of these tests. An internationally known scholar, author, and speaker, Dr. Zhao has established himself as one of the most compelling voices in education today with an emphasis on developing students to be creative, resourceful thinkers with an entrepreneurial spirit. He argues that our country's current focus on standardized learning and testing is counterproductive to developing the skills, strategies, levels of engagement, and attitudes students will need for our ever-changing world. His message and work with us helped shape our thinking as we began to reconcile and balance the imposing demands of federal and state mandates with our district's core values and the furthering of our vision for teaching and learning. It also provided the context for work on Goal Two of the Long-Range Strategic Plan: *Prepare students by providing them with the knowledge and intellectual and reflective skills they will need to thrive in an increasingly complex world*, and two corresponding strategies:

- Determine classroom-based authentic assessments of student learning
- Begin to create opportunities for students to monitor their own progress.

This work also coincided with the requirements of Phase Two of the new Educator Evaluation Plan, namely, District Determined Measures.

Educator Evaluation Process: Focus on District Determined Measures

The next phase of the new Educator Evaluation Process required districts to create or identify and then pilot two measures of student learning gains to be used to inform an Impact on Student Learning Rating in 2016 for every certified staff member. MCAS growth measures and ACCESS growth measures are applicable for some educators as one of the two measures. Districts were charged to create or identify District Determined Measures (DDMs) to complete the process. Most educators were able to use direct measures, which assess student growth in a specific area over time using baseline and end data. Given the nature of their work, some educators were able to choose indirect measures, which measure the conditions for learning or the consequences of learning. The Acton-Boxborough Regional Schools approached this work with two guiding principles: keep the work as close to the educator as possible, and keep it meaningful and manageable. The majority of department meetings, professional learning days, and collaborative time were spent creating, reviewing, calibrating, and recording these DDMs.

Summer Professional Learning, 2013

During this very short summer, our campus was incredibly busy with professional learning opportunities, ranging from Research and Development projects to a four-day Institute facilitated by Teachers College.

Research and Development

Over 80 educators worked collaboratively on 38 Research and Development projects to create curriculum and assessment. Research and Development projects are intended to substantively advance current practice. Proposals are written in the spring and are thoroughly evaluated by a committee of administrators and educators. This summer, projects ranged from creating *Demonstration Texts for the Learning Progressions in Three Types of Writing, K-12* to *Developing a Family and Community Literacy Website, Incorporating Technology Learning Goals into the Study Skills Curriculum,* and *Program Development for the Bridges Program.*

Technology: Google Drive in the Humanities

Google Drive offers opportunities to increase formative assessments, as well as efficiency in the classroom. This workshop addressed the need for a more effective writing process. Google Drive allows students to write more, which is the most important element to improving student writing. Also, students receive more immediate feedback from the teacher, which allows for more effective instruction.

Data Wise

A workshop based on the book entitled, *Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning* by Boudett, City and Murnane, was offered to the district leadership group. The workshop focused on examining evidence of student learning in all forms and then using that information as a catalyst for department or school conversations about student learning and fostering collaboration.

6 Traits of Writing, K-8

This three-day interactive workshop allowed participants to dive deeply into the six traits of writing. The course covered understanding what each trait encompasses, connecting the traits to the Common Core Standards, teaching students to become self-assessors, assessing student papers using the six-trait rubric, applying mentor texts to teach genre and skill, and implementing mini-lessons as a part of the writer's workshop.

Professional Learning Day

Professional Learning Day, November 5, 2013, was planned and organized by individual schools and/or departments to support the learning and work of their respective goals. Below are the brief summaries from the schools and departments of the Acton-Boxborough Regional School District.

RJ Grey Junior High School used the morning to develop and refine the common assessments that they anticipate using next year as DDMs. In the afternoon, they continued their emphasis on integrating technology into the curriculum – both as an instructional tool and as a skill for students to learn.

At Acton-Boxborough Regional High School, the morning was dedicated to mental health education and awareness. Faculty and staff heard presentations from members of the counseling department, as well as an interview with a former student who shared his experiences as a high school student struggling with depression. During the afternoon session, faculty met by departments with consultant Deb Merriam to continue work on DDMs. Groups were able to ask clarifying questions about the construction of DDMs, and Ms. Merriam provided models for alternative measures of student growth beyond the test/quiz form of assessment.

The Visual Arts, Performing Arts, and Physical Education and Health Departments also worked on identifying and creating DDMs. The Acton-Boxborough nurses attended Northeastern University's School Health Institute program, *An Update for School Nurses*. This well-attended program included the following topics and discussion: critical thinking, lice policy and procedures, adolescent reproductive health, the SANE (Sexual Assault Nurse Examiner) program, latest trends in tuberculosis response, the American with Disabilities 504 implementation, community gang updates, and most currently, a flu update: H7N9. The high school nurses also attended the early morning counseling presentation on Mental Health and Wellness.

The EDTech Operations divided into two groups. One group went to an Apple Tech Update conference to learn about iOS7, iPad Management, and the new Volume Voucher Program; the second group stayed on campus to

support district-wide breakout sessions on technology and to begin renovations on the old Cisco lab at the High School.

The Acton-Boxborough support staff attended a full-day workshop on behavioral safety presented by Quality Behavior Solutions, Inc.

Curriculum Work
A webpage was created to provide writing resources for all teachers. Future additions include exemplars, student checklists, learning progressions, mentor text sets, and condensed versions of rubrics for student use.

Disciplinary Literacy, Year One
In 2010-2011, the Teaching and Learning Committee, comprised of twenty-one educators and administrators and focused on literacy, had four distinct outcomes:

- Become knowledgeable about literacy in the 21st century.
- Summarize that information in a working definition of "literacy" that could guide future work.
- Follow the DESE Guidelines for Developing an Effective District Literacy Action Plan, which included looking at our current practices and key supports.
- Prioritize our district list of practice and support needs, gather input from constituent groups, and develop district literacy goals.

<u>Acton-Boxborough Regional School District (ABRSD) Working Literacy Definition</u>
"A literate person is one who, throughout life, deepens her knowledge and develops her potential through:

- Reading and writing
- Listening and viewing
- Speaking and presenting
- Thinking critically
- Creating and innovating.

"A literate person deciphers meaning and expresses ideas through a range of media…. A literate person effectively communicates her insight and/or knowledge…. A literate person transfers learning to new situations in her own life and in the life of the community and the world." – Julie Meltzer and Susan Ziemba (with modifications).

Two of the six goals identified by the committee provided the basis for the Grades 7-12 Disciplinary Literacy work during the 2013-14 school year:

1. Align curriculum and instruction with the new Massachusetts English Language Arts (MA ELA) and Literacy Framework (K-12).
2. Increase classroom literacy instruction for students receiving support (9-12).

Disciplinary Literacy involves learning to read, write, reason, and think in a discipline while simultaneously learning the key concepts and core ideas of that discipline. Thirty educators from RJ Grey Junior High School and ABRHS, along with administrators representing the science, social studies, English, academic support, and special education departments, committed to working with *AdLit* consultants for two years to develop a knowledge base for how to implement disciplinary literacy in the classroom and schools. This commitment included seven full days of professional learning, continuous work on inquiry projects, and beginning to observe each other's literacy work in the classroom.

Long-Range Strategic Plan
During the spring of 2014, the Long-Range Strategic Planning (LRSP) Committee was reconvened with new additional members. The goal was to provide an update on the progress made to date on each of the five goals and to write a new goal: *Ensure that the Acton-Boxborough Regional School District supports the whole child*

and 21st century teaching and learning by offering safe, inspiring, accessible, diverse, and sustainable environments while maintaining the value of taxpayer investment.

To read the LRSP update, go to this website: http://www.abschools.org/district/mission-and-values.

Parent Involvement Project (PIP) Programs
The Acton-Boxborough PIP organization continued to offer high-quality science, technology, engineering, and mathematics (STEM) learning experiences for Acton and Boxborough families. An AB PIP STEM event is curriculum-centered and "hands-on"; activities happen outside of the school day and include parents and students as partners and participants in the activities.

- A major PIP event, *Discover STEM*, is a "reverse science fair" that takes place every other year. It is a showcase of engineers, scientists, technology professionals, and AB students who specialize in engineering, robotics, green energy, and banking technology. Exhibitors are paired with ABRHS students who act as "explainers" and activity facilitators. *Discover STEM* was held in the fall of 2013.
- Another annual PIP event is the Acton and Boxborough 4th-grade Star Party.

RJ Grey Junior High School
RJ Grey welcomed a total of 931 students (481 7th graders and 450 8th graders), based on October 1, 2013, enrollment numbers for the start of the 2013-14 school year.

We were fortunate to welcome several new colleagues: Rebecca Mazonson, 8th-grade Social Studies; Erin McGovern, 7th-grade World Language; Valery Glod, Special Education; Matt Wirzburger, 8th-grade World Language.

Teaming, the fundamental core of RJ Grey, enables staff to create a strong web of support to enhance student success: a large school becomes a smaller school. After reorganizing our teams, we started this year with four teams per grade level and five core academic teachers on each team (English, Social Studies, Math, Science, and World Language). The team model allows for consistent communication among teachers; issues can be addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Our team model is directly in support of our newly crafted district mission statement: To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

Seventh-graders participate in an "exploratory program" that consists of Study Skills, Art, Music, and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth-graders include Art, Minuteman Technology Lab II, Drama, and Computer Literacy; these classes last for one-half of the year. In addition to the core curriculum, students can elect to participate in band, chorus, or a sports and fitness elective.

Students also take classes in Physical Education/Health. This year, a restructuring led us to combine our Physical Education, Health, and Life Skills classes under one department head, Beth Viscardi. This allows these classes to share students on a rotating basis, while combined as one department for enhanced communication and shared curriculum delivery. Some highlights in Health this year were the 7th-grade food group commercials and 8th-grade "Smoothie Challenge," which resulted in the winning recipe being made and sold in the RJ Cafe.

This year, we were able to secure a new set of Mac computers, as well as new furniture, for our RJ Grey library. As a result, students now have access to multi-purpose learning commons with "pods" complete with state-of-the-art technology, group meeting spaces, and quiet areas for individual study. Also, one of our 7th-grade math teachers, Lynne Kondracki, took part in the Innovative Learning Program, which awarded her classroom iPads and ChromeBooks to aid in teaching and the use of technology. This allowed her to pilot a flipped classroom model.

In an effort to reduce daily stress and incorporate reading as a daily practice during the school day, this year we began our Silent Reading Initiative. By making a few adjustments in our daily block schedule, we were able to incorporate a 20-minute period every day when the entire school population participates in silent reading. Students and staff alike look forward to this time during their day when they can take some time to jump into their favorite book.

Additionally, continuing our emphasis on reading in 2013-14, we saw the RJ Grey Student/Teacher Book Club continue as a school tradition. Four books were read throughout the year, and book discussions were scheduled in the evening and after school. During the last meeting of the year, the 12-member club welcomed a local author for questions and discussion. Poetry Fridays continued, as members of our student and staff community read a selected poem during the morning announcements.

In October 2013, RJ Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS tests from the previous spring. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children. In addition, we piloted the Partnership for Assessment of Readiness for College and Careers (PARCC) in two 7th-grade classrooms in English Language Arts and Literacy, as well as two 8th-grade classrooms in Mathematics.

We continue our commitment to the partnership between school and home by leveraging our technology, using daily emails, monthly online articles, Grey Matters, Twitter, and weekly communication notifications to keep our school community supplied with up-to-date information. The School Council, consisting of four parents, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active Parent Teacher Student Organization (P.T.S.O., for families in Grades 7-12) planned, organized, and assisted with many events at RJ Grey. The P.T.S.O. also sponsored evening programs designed to provide information about the schools.

For many students, learning and connecting with members of the RJ Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, and strength training. In addition to the ongoing after-school activities, which included the Ski Club, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, American Speech-Language-Hearing Association (ASHA), Technology and Engineering Club and the Yearbook, we had several new, student-initiated after-school clubs – Ping Pong, Yo-Yo, Take Action, and Anime.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan school-wide activities, dances, selling Candy-Grams, and other service learning projects. In addition, several teams organized community service projects to support local organizations, such as the Coat Drive (hundreds of coats were collected and distributed to families in need), holiday Toys for Tots collection, and fall clean-up day at several recreational areas in Acton, as well as an extremely successful food fund drive to support the Acton Food Pantry.

The school musical, "Willy Wonka, Jr.," was performed in March and included over 90 students in the cast, crew, and student production, as well as the volunteer work of 45 parents. The fall play was a production of *Snow Angel* that had over 40 students participating, and a spring production of One Act Scenes involved 60 students. For the 8th-grade Drama elective, a performance on middle school bullying was performed.

In June of 2014, the second annual *Arts Happening* took place. This was a collaborative event that included work from the disciplines of Drama, Music, and Visual Art. The event was designed to give students an

opportunity to display artistic works (visual, musical, and dramatic) in a noncompetitive, communal environment. Ongoing happenings included performances, creation of musical "portraits," a collaborative art experience for participants, and a soup dinner fund-raiser to support the local Acton Food Pantry.

Our "RJ Grey Cares" initiative continued this year; 100% of the funds collected from our staff were distributed to student families who are faced with financial hardship. Some examples of what this fund pays for are holiday gifts, winter clothing, and school supplies. We are thankful for the amazing generosity we continue to see from our colleagues.

Special events during the school year included Halloween Dress-Up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), pajama and hat days, a weekend day ski trip to Waterville Valley, the end-of-year 7th-grade trip to Kimball's, the 8th-grade day at Canobie Lake Park, and the Student Recognition Assembly. Our student recognition program, "Everyday Leaders," continued. Twice per trimester, RJ Grey teachers nominate students who demonstrated daily acts of kindness, enthusiasm, and respectfulness towards peers and teachers throughout the year. These students were treated to a pizza lunch with Principal Shen.

We held our 13th annual Project Wellness Day, a day-long conference for 7th-grade students and a parent or guardian, designed to empower parents and teenagers in addressing the variety of issues faced by today's families and to develop, maintain, or improve adult-teenager open communication. This event brought 7th-grade students and adult family members together at Merrimack College on March 19, 2014, to learn ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to nutrition to navigating relationships. This year we added several new classes, including "Zumba," "How to Be a Good Sports Parent," and "Parenting Our Kids in a Plugged-In World." Approximately 850 students, family members, and staff participated in this event. We were able to fully automate the registration process this year, cutting down on our paper mailings and making it easier for families to access information.

At the end of 2014, we said goodbye to six retiring staff members: Marcia Charter, Betsy Bollier, Ann Decker, Amanda Finizio, Allen Warner, and Dot Keyworth.

Acton-Boxborough Regional High School

Post-Secondary Education. The ABRHS Class of 2014 was comprised of 505 students; of these, 90% enrolled at four-year schools, while 8% continued their education at two-year colleges, prep, and technical schools.

Standardized Test Results. Average SAT scores for the 2014 senior class again exceeded those of state and national populations. A decrease from 96% to 93% of seniors took the SATs, well above the state average of 80%. Our average combined score for the SAT was 1909, which is 412 points higher than the average combined Massachusetts score of 1497.

National Merit Scholarship Competition. Twelve members of the Class of 2014 achieved semifinalist recognition; 88 others received letters of commendation.

National Honor Society. One hundred and four members of the Class of 2015 were inducted into the NHS in April 2014.

National Latin Exam. National Latin Exam results: 25 Gold (Summa cum laude); nine Silver (Maxima cum laude); five Bronze (Magna cum laude); one cum laude; twelve perfect scores (ten at Level 1 and two at Level II).

Academic Decathlon Team. During the 2013-14 season, the team of 9 regulars and 11 alternates won the Massachusetts State Championship for the 22nd time in the past 23 years. A total of 40 Massachusetts high schools competed. In addition, the team placed ninth overall in the country at the USAD National Championship.

Mathematics Team and Competitive Activities. In the 2013-14 season, the AB math team finished first in the monthly competition in the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics Leagues in April 2014 and placed second among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2014 and placed third among large schools in New England.

In addition to the team competition, six students were finalists in the Massachusetts Mathematics Olympiad exam: Niket Gowravaram, Nihal Gowravaram, Josh Xiong, Akshay Karthik, Steven Jin, and Andrew Li. In the National AMC, ten students placed in the top 10% nationwide, and five of these – Niket Gowravaram, Andrew Li, Josh Xiong, Kenneth Wang, and Nihal Gowravaram – advanced to the 3rd level of this competition: the USAMO (United States of America Mathematics Olympiad).

Speech and Debate. The team, composed of over 90 students from Grades 9-12, competes in nine local and several regional invitational tournaments during the season from October to April. Students compete in a variety of events: Public Forum and Lincoln-Douglas Debate; Student Congress; Play, Prose, and Poetry Reading; Duo Interpretation and Declamation; Original Oratory; Group Discussion; Dramatic and Humorous Interpretation; and Impromptu and Extemporaneous Speaking. Belonging to the Massachusetts Forensics League and the Boston Catholic Forensics League, the team is matched against schools across the state and consistently places students in the final rounds. Students can earn qualifying bids to represent AB at the State Championships in March/April through their participation at local tournaments. The 2013-14 season was a record-setting year in terms of the number of students we sent to States; results included the champion in Congressional Debate, team 3rd place at State Debates, and several other finalists. The team's top competitors also compete at Harvard University's Speech and Debate Invitational, the National Speech and Debate Association's National Qualifying Tournament, and the qualifier for the Catholic Forensics League's National Tournament. In 2013-14, five of our students earned the right to represent our local leagues at the two season-ending national tournaments. Finally, AB student Kathryn Larkin was named District Student of the Year for 2014 and earned an Academic American award from the National Speech and Debate Association.

Athletics. During the 2013-14 school year, participation in athletics remained consistent, with over 1,800 students in Grades 7-12 participating. League Championships were won by boys' cross country, field hockey, and football; girls' soccer, ice hockey, alpine ski, indoor track, and Nordic ski; boys' Nordic ski, baseball, lacrosse, and tennis; and girls' spring track.

During the fall athletic season, Jessica Crowley in girls' swim was the 100-yard State Breast Stroke Champion. Leah Carderelli was named 1st team All American and Eleana Carderelli 2nd team All American in field hockey. Alex Spangler was selected as All New England in girls' soccer.

In the winter, Corbin Miles in boys' swimming was the 50-meter State Champion and State Meet record holder, and the boys' Nordic ski team finished 2nd at the State Championship meet. In the spring, boys' lacrosse won the Division 1 State Championship. Hunter Arnold and J. T. Kelly (boys' lacrosse) were both named 1st team All Americans. Numerous AB student-athletes received All Scholastic honors from the *Globe* and Herald newspapers.

Proscenium Circus. This student drama group at the high school functions as a teaching and working theater. In addition to offering outstanding professional instruction in technical theater, acting, movement, scenic design, scenic painting, voice, directing, dance, costume design, hair and makeup, stage management, set construction, lighting and sound, and house management, "PC" produces three main stage shows throughout the year, as well as over 20 smaller productions. The productions for the 2013-14 year included the fall play, *The Tempest*, the musical, *Footloose*, and the student-written Competitive State Play finalist, *Paper Stars*. Rounding out the year were the student-directed class plays and the two-night Festival of student-directed 10-Minute Plays. As a part of the Proscenium Circus, the improv troupe "Chuckle Sandwich" performed for two successive nights; in addition, 15 new plays written by AB students as part of a Young Playwright's Forum were workshopped in the

black box theater. Thirteen AB Playwrights participated in the Boston College Playwright's Forum in which professional actors and directors read or produced their plays at a professional theater in Boston. The year ended with the appointment of a new drama teacher and PC advisor, Michael Lopez.

PLADD (Peer Leaders Against Destructive Decisions). PLADD is a merger of Peer Leadership and Students Against Destructive Decisions. PLADD students facilitated DARE alcohol/drug awareness programs at most of the elementary schools. ABRHS students, along with a DARE officer, fielded questions on issues of drug/alcohol use, social culture of the high school, and general issues of adolescent development. PLADD conducted a variety of awareness and fundraising activities throughout the 2013-14 school year.

The School Newspaper. *The Spectrum*, published five times during the school year, includes articles and photography of interest to the ABRHS community. Its staff of approximately 40 students complete all tasks involved in producing the paper, including writing, editing, photography, layout, and copy editing. *The Spectrum* is entirely financially self-supporting through advertising and contributions from the PTSO.

Student Council. The Student Council meets weekly to plan all-school activities and to review school policies directly affecting the student body. Money raised by these activities is donated to charity or used to purchase items that enhance student life at the high school. Five representatives are elected from each class. Any member of the student body is welcome to attend Student Council meetings. If a student decides to participate on a regular basis, he or she can become a walk-on member.

"Window Seat". Acton-Boxborough Regional High School's Art and Literary Magazine annually publishes three issues of student poetry, prose, lyrics, essays, narratives, translations, and various forms of art. Club members and student leaders write, edit, design, print, publicize, and distribute the magazine on their own. Every week, members write creatively in a workshop setting to generate submissions for the magazine; however, the magazine also welcomes and encourages students not participating in the club to submit their writing for publication. Together with writers, art students also meet every week to create original art or illustrations for specific pieces of writing for the magazine. "Window Seat" students also work in conjunction with the Robert Creeley Foundation to publish work from the annual winners of the Helen Creeley Student Poetry Award, which includes a cash prize and the honor to be an opening reader for the (adult) Robert Creeley award-winning poet. Poems submitted for the competition are often published in the magazine's spring issue, along with artwork generated by the Foundation's Broadside Project. Students in officers' positions in "Window Seat" gain leadership experience in collaboration, design, publishing, marketing, finance, fundraising, and publicity. To supplement the budget allotted by the school, students conduct fundraising in the local area. Students also established and maintained a web presence for the magazine at wseat.wordpress.com and on Tumblr. Meetings are held weekly on Thursdays; layout and magazine design sessions occur three times yearly.

Harvard Model Congress. Seven juniors represented ABRHS at this four-day government simulation. The Acton League of Women voters generously underwrote their participation. Those representing were Bridget Ashton, Ianka Bhatia, Emma Hardimon, Richa Lagu, Katie Larkin, Adiba Mamoon, and Annalise McDonald.

Career Exploration Activities. Beginning in November, over 120 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School-Business Partnership Committee and to parents and other local residents willing to host students. At three Career Speaker events during the year, speakers talked to groups of students interested in their fields of work; over 175 students attended each of the three events. In 2014, 97 members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, speakers who visited classrooms, and a website listing employment opportunities.

Senior Community Service Day. On Friday May 2, the Class of 2014 held the 20th annual Senior Community Service Day. The day began with the faculty and administration treating the students to a wonderful breakfast at

the school. Then the students spent the day volunteering in and around Acton and Boxborough. All 500 students could be seen all over the community in matching T-shirts raking leaves, clearing paths, and planting gardens.

Community Service Activities. The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities – during the school year, during the summer, or both. Unlike surrounding communities, AB does not have a community service graduation requirement; even so, community service is a strong part of the culture at AB. During the school's 14th annual Community Service Awards Night on January 20, 2014, we celebrated the students' accomplishments and recognized that our students volunteer over 80,000 hours every year.

Energy and Resource Conservation. ABRHS continues to make gains in energy and resource conservation. Electricity consumption decreased another 12% in FY 2014, resulting in both cost savings and a reduced environmental footprint for the school. This reduction is due to efficiency projects in both lighting and mechanical equipment, as well as a strong commitment to energy conservation by faculty and staff. The Resource Force student team is actively engaged in highlighting energy conservation and is beginning an innovative "circuit-level metering" project this year, looking at highly granular electricity data for the high school.

The high school also has a strong commitment to recycling and composting. In the cafeteria, students sort out compostables and recyclables from their lunch stuff with coaching from their peers at two student-managed sorting stations. The result is that compostables and recyclables now compose 75% of the stream from the cafeteria, leading to a dramatic reduction in solid waste. In addition, the kitchen is capturing recyclables and compostables. Sawdust from the woodshop and greasy pizza boxes also go into the compostables! Recycling in classrooms and offices is managed with a weekly pick-up by the student Recycling Club.

Pupil Services

Early Childhood Services
As the Acton and Boxborough Public Schools prepared to regionalize for the 2014-15 school year, staff members worked together to join the two exceptional early childhood programs from Acton and Boxborough. Staff from both programs toured each other's schools and met together to begin building relationships. Under the direction of Acton's Pupil Services Director and Boxborough's Special Education Coordinator, an Early Childhood Program Improvement grant was written to provide professional development opportunities for staff from both programs. An early childhood specialist provided two days of team building activities in June to begin the process of unifying our two exceptional programs.

Special Education
The special education department is a dedicated staff of special educators, speech/language specialists, occupational therapists, physical therapists, and behavioral specialists. Specialists and trained assistants address student needs, both in the general education classrooms and within special education settings.

Pupil Services continues to reach out to parents with the ongoing goal of supporting an open dialogue between parents/guardians and school personnel. The Special Education Parent Advisory Council (Sped PAC) is an integral part of the Pupil Services organization. Sped PAC meets regularly with the Special Education Administration staff to offer suggestions and parent input on a wide variety of issues, as well as to offer support to parents/guardians regarding resources and family supports. In addition to support, Sped PAC provides parents with information regarding special education regulations, home activities, social/recreational opportunities, parent speakers, and guidance related to student transitions.

Special Educators worked closely with the Blanchard Special Educators to build relationships to assist in the regionalization process. Each Special Educator was paired with a cohort to collaborate and observe each other's programs. This collaboration helped to establish relationships in preparation for a unification of the districts.

For the last three years, Pupil Services has partnered with Community Education to continue providing an integrated summer program for students with social needs. Students in this program have had an opportunity to join with typical peers for high-interest courses, such as cake decorating, art, crime scene investigation, and ukulele.

Special Education regulations require students to be educated in the least restrictive environment, alongside typical peers. To ensure a continuum of services in the public school setting, program design and development is essential. During the 2013-14 school year, a continuum of services was provided to address students with Autism Spectrum Disorder at the high-school level. The Bridges Program at the high school completes the continuum of services from preschool through graduation for students with Autism Spectrum Disorder. The Bridges Program provides an inclusive opportunity for students to further develop social skills, life skills, executive functioning skills, and employability skills while accessing the richness of academics provided within an inclusive public school setting. Program and curriculum development occurred in the summer of 2013 in consultation with Aspire: Mass General Hospital.

Students at the secondary level begin to focus on essential and mandated post-secondary transitional planning activities to prepare them for life after high school. Transitional supports included services provided by a recently approved 4 Transition Coordinator and a Transition Counselor at the high school. Additional supports related to transition include job placement, job coaching, and internship opportunities. The Transition Coordinator worked with special education students to develop transitional activities and areas of vocational and educational interests.

Special educators at the junior-high-school level dedicated part of their summer to Just Words Training, a Wilson Reading program intended to support small group reading instruction. As students matriculate from the elementary level to the secondary level, it is important to continue to receive specialized instruction and to develop skills in the areas of reading and written language.

Counseling and Psychological Services

Counseling departments in all schools continue to place the highest value on creating an environment that is not only safe but also nurturing for every student to learn, achieve, and succeed. During the 2013-14 school year, students in Grades 6 and 8-12 participated in the Youth Risk Behavior Survey through Emerson Hospital. Results will be shared with the district and the community during the 2014-15 school year.

At the secondary level, clinicians worked with adolescents to anticipate daily student stressors that might contribute to potential problems and crises. The counseling department refers students and their families to appropriate agencies as needs are determined. Daily issues that arise for students include, but are not limited to, attendance issues, stress management, and a wide range of mental health issues. Due to an increase in staffing, counselor caseloads have been reduced, allowing staff more time to support students, families, and colleagues. In order to promote continued high academic achievement and support for students, counselors assist students in the college planning and application process, as well as other post-secondary planning activities. The goal is to ensure students have a plan after graduation with coordinated personal goals.

Specific to the high school, the counseling department has created a Student Support Team that complements the work of the state-mandated Child Study and Student Assistance Teams. These teams allow for counselors, psychologists, nurses, alternative program staff, special educators, and administrators to meet regularly to discuss at-risk students and to promote a safe school culture. In addition, effective communication and a strong sense of collaboration between the school resource officers and school officials continue to be critical components of our commitment to safe schools. Our school resource officers continue to provide professional networking and liaison support. The school resource officers work closely with building principals and administrators and develop personal relationships with students and faculty to ensure a visible presence within all schools. In addition, the school resource officers provide the district with crisis intervention and consultation.

During the 2013-14 school year, counselors and psychologists focused on training and support for faculty regarding mental health issues. This training included sharing data and trends related to adolescent mental health, as well as identification of warning signs related to depression and suicidality. Teachers were taught how to respond if they had concerns regarding students. In addition, a trauma specialist made faculty aware of the impact of trauma on the educational experience. Seminars were held for faculty to provide education on the process of supporting students returning from hospitalizations, as well as to provide supports and accommodations that may be required for students struggling with mental health issues such as anxiety or depression. Students were also part of the training and awareness. Signs of Suicide (SOS) curriculum was provided to students within small instructional groups.

Health and Nursing

The district has successfully met the requirements for continued involvement with the DPH (Department of Public Health) Essential School Health Services Grant (ESHS). This grant was renewed and continued to provide financial assistance to the district for the purpose of staffing, direct care, nurse leadership, and professional learning.

During the 2013-14 school year, the nurses included the Blanchard Elementary School nurse in their regular group meetings to facilitate and support the regionalization process.

The Nursing Procedure Manual content was updated and converted to Google Docs to allow for more ease as a reference tool and to support the need to keep information current and relevant. Nurses in the district then presented at a statewide nurse leader conference on this process.

To support students and staff, the nurses worked on restructuring school district paperwork related to field trips, designed to reflect medical implications reflective of DPH medial delegation rules and nurse practice.

To continue to adhere to OSHA mandates, staff participated in the e-learning modules for Life-Threatening Allergies and Blood Borne Pathogens and took an accompanying quiz for each module. This online training allows for all staff to be trained across the district with the ability to track compliance and the possible need for additional training.

In addition, school nurses provided support by organizing flu clinics for staff members, updating head lice procedures to assure alignment with the American Academy of Pediatrics and National Association of School Nursing best practices (for implementation in the Fall of 2014), and obtaining EpiPens through a grant program for administration in the case of anaphylactic reaction.

English Learner Education

The English Learner Education (ELE) program continues to address the increasing number of students requiring support from the ELE program. This previously identified trend in increasing numbers of students continued throughout the 2013-14 school year. The high school and junior high share one ELE teacher.

Presentations were provided across the district to educate staff about the RETELL Initiative and requirements for SEI endorsement related to teacher licensure renewal. The Department of Elementary and Secondary Education (DESE) asked Acton-Boxborough to host two teacher courses for the 2014-15 school year. In addition to teachers, administrators will begin training during the 2014-15 school year as well.

The ELE staff began a year-long professional development workshop to create progress reports that reflected new World-class Instructional Design and Assessment (WIDA) standards. In addition, ELE curriculum development was started as mandated by DESE. To support regionalization, the Blanchard ELE teacher participated in workshops with staff from Acton Public Schools and the Acton-Boxborough Regional School District.

In the spring of 2014, the data management software ELLevation was purchased for ELE programs. This software was partially funded by the Title III Grant. The chairpersons for ELE and EdTech worked with the ELLevations technical department to set up interfaces and prepare for data transfer.

In the upcoming year, regionalization and the continued growth trend in the ELE population will continue to be the focus of determining programmatic and staffing needs related to this trend. In addition, training related to RETELL will be offered for some members of the secondary staff and administration.

Conclusion
Pupil Services continued to provide trainings and e-learning modules to address regulatory requirements, as well as to educate staff on state mandates related to professional responsibilities. In addition to federal and state regulatory mandates related to areas within Pupil Services, state mandates have required all staff to address the implementation of the teacher evaluation system, the development of DDMs, and RETELL initiative requirements. While these mandates are extensive and demanding, the focus of our work in Pupil Services continues to be the health, safety, and well-being of our students.

Performing Arts
At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as they performed in and around our community and elsewhere. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1st place overall). The ABRHS Band traveled to Ireland, where they marched in St. Patrick's Day Parades in Limerick, taking "Best International Band," and in Dublin, taking "Best Youth Band." The band also earned a Gold Medal rating at the Marching Band state finals. The choral department put on an outstanding talent show, traditionally known as "Cabaret." Fifteen of our student musicians from band, chorus, and orchestra were selected to perform at the Massachusetts Music Educators Association (MMEA) Eastern District Festival held in January; 11 of them earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community, at which they performed a renaissance-style dinner theater. (See the Acton-Boxborough Regional High School entry above for information about Proscenium Circus.)

At the RJ Grey Junior High School, the 8th-grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. The chorus earned a Platinum Medal, and the band earned a Gold Medal for their outstanding performances. The junior high school musical, "Willy Wonka, Jr.," had a terrific run of performances with a huge cast of approximately 80 students involved. Thirteen students were selected to perform in the concert band, orchestra, or chorus at the MMEA Eastern Junior District Music Festival held in March. The 7th- and 8th-grade band marched in the Boxborough Memorial Day Parade.

Visual Arts
Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each school and the High School Administrative Conference Room, as well as off-site venues. Student artwork appeared in various school newsletters.

In the highly competitive *Boston Globe* Scholastic Art Awards, ABRSD received a total of 53 state-level awards. These included 9 Gold Key Awards, 23 Silver Key Awards, and 21 Honorable Mention Awards. The Gold Key student work was exhibited at Boston City Hall during March. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging.

Senior students in the ABRHS Portfolio class prepared and exhibited their artwork in a show entitled "Eclections," which was held at the Acton Memorial Library in April. AB Portfolio class students participated in a fifth year of an interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multi-grade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany

2014 Creeley Foundation Award Winning Poet Mary Ruefle's work. One student's artwork was chosen for the broadside design, which was printed in a limited edition.

The work of Acton-Boxborough Photography students was included in a photography show, "Summer Pictures," at the State Transportation Building in Boston, sponsored by the Massachusetts Education Association. High school students had the opportunity to participate in Photo Club and in Art Club, each of which met after school one afternoon a week throughout the year. The annual museum field trip for art students was to the Museum of Fine Arts in Boston in February.

High school art students, as well as their art teachers, created miniature works of art (art card format) that were sold during lunches at the high school to raise funds for Red Cross disaster relief. There is a scrolling presentation of artwork of high school students on a large monitor in the ABRHS Library. One hundred images of student artwork are displayed in this virtual museum. Photography students created a limited edition calendar showcasing their photos that was sold in the school store.

During March and April, Acton-Boxborough student artwork was exhibited in the annual Youth Art Month Show at the State Transportation Building in Boston. There was an opening reception in March for students, their families, and art teachers in the second floor gallery of the Transportation Building. Both schools were represented in this show.

An exhibit of representative student artwork from each of the schools was on display at the Acton Senior Center during the month of May. An opening reception was held for students, parents and teachers.

Visual Arts staff developed and piloted DDMs for Visual Arts courses. The Visual Arts Director was one of 12 National Art Education Association (NAEA) delegates who traveled to Myanmar, visiting schools to research the role the arts play in the general community, as well as the place the arts have in education. The director was one of seven delegates from this trip who made a presentation at the NAEA Conference in San Diego, CA, in the spring. The director also made a presentation at this conference, comparing art education in India and Myanmar with art education in Acton-Boxborough.

The Visual Arts Director was one of a team of 10 art educators from across the U.S. who developed Model Cornerstone Assessments for the newly published National Visual Arts Standards. These assessments are available on the NAEA website, along with the new National Standards.

For the second year, the two RJ Grey art teachers collaborated with the school's music and drama teachers to implement an "Arts Happening" evening in May that was very successful with many community members attending. The art teachers also continue to pilot student use of iPads for research and creating artwork in Art I and Art II classes. The 8th-grade art teacher piloted the flipped classroom format for her Art II classes.

Educational Technology

The EDTech department continues to enhance our teaching and learning environment by providing flexible technology tools for students and staff. This year, our main focus was to implement more technology in the classroom to support our updated educational technology learning goals and to provide real-time access to technology for our students when needed most. Using our Google Apps for Education *ABschools* domain, schools were able to quickly implement cost-effective ChromeBooks into their teaching and learning environment with great success. Teachers have now identified *ABschools* as their primary 21st-century toolkit as the Google Apps suite supports so many facets of student learning, including student writing, project-based activities that incorporate creativity and collaboration, information/research projects, digital portfolios, and more. With these tools, students can capture and analyze data using "Forms" and "Sheets," they can collaborate and write for authentic audiences on "Docs," and they can present their photos and movie presentations on "Sites."

Continuing our goal to encourage and support more technology in the classroom, EDTech has developed a new program called the "Innovative Learning Program," or ILP. Developed in a way that supports a "bottoms-up" approach, the department established this initiative by seeking proposals from teachers and staff that focused on innovating their teaching and learning through the use of technology in the classroom. To be accepted into the program, teachers defined clear learning goals with specific measures of success. We had 18 teachers accepted to the program with an almost 50/50 ratio of teachers using ChromeBooks and teachers using tablets, some of those being Kindles. These "micro-pilots" provided the EDTech team with time to test administrative management of these new technologies and to plan for district-wide rollouts.

As we now have *ABschools* available to students from Grades 4-12, the instructional technology group is continuing to work on a complete overhaul of the Digital Citizenship curriculum. We recognize that with more of our teachers and students using technology in their learning, it's vitally important to make sure all of our students are learning to respect and protect themselves *and* each other while online. It's vitally important to make sure our students are learning the importance of appropriate online use, the idea of promoting a positive footprint, and having a place by which they can develop these essential life skills.

Highlighting the department's ability to upgrade technology services within our operational budget, we continue to utilize two Internet Service providers to support our expanding bandwidth needs. Our 10-gigabyte backbone connection supports our security cameras, data center, and wireless network, and we've continued consolidating servers through virtualization.

Summer School

The Acton-Boxborough Regional School District Summer School serviced 484 students; 85% were residents of Acton or Boxborough and 15% were students from other school districts. Per usual, there was a lengthy wait-list for Physical Education.

Chris Clinton, who had directed the summer school program, resigned in the winter of 2014. Steven Martin and Maurin O'Grady were co-directors of the 2014 summer school session. Another change to the program was the addition of an Integrated Engineering course. As in summer of 2013, the elementary school program did not run in 2014.

As in previous years, Acton-Boxborough Regional School District Summer School is a self-funding program. Tuition receipts allow us to continue offering first-rate summer educational programming for students in Acton, Boxborough, and several other communities.

Community Education

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes and directs the following programs and activities.

Day and Evening Classes. Each year, Community Ed. offers 2,000+ classes for children, teens, and adults. Classes and other programs are posted on the Community Ed website: http://abce.abschools.org and advertised in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes. More than 10,000 students enroll in classes annually. Community Ed began taking online registrations in January 2014.

Summer Day Program. Located at the Administration Building, this program offers weeklong sessions to 80+ children per week in grades K-6. Activities include Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

Vacation Week Programs. During February and April school vacations, Community Ed runs childcare programs that include field trips and enrichment activities. Community Ed also offers one-day programs on the school districts' "no school" days (e.g., staff professional days, Veterans Day, and Columbus Day) to assist parents who need childcare.

Youth Winter Basketball League. Over a 12-week period, more than 800 boys and girls in Grades 3-12 participate in weekly practices and league play. The league is staffed by more than 150 paid and volunteer coaches, timers, and referees.

Driver Education. Community Ed runs a Registry-approved driving school, offering classroom instruction and on-road training to 300+ students annually. It offers Saturday license test exams in partnership with the Registry of Motor Vehicles (RMV) and has expanded the number of weeklong accelerated classes offered.

Pool and Field House Programs. Located at ABRHS, this program provides the public with opportunities to use the high school pool and field house on the weekends. In addition to open swim and gym, Community Ed runs a full program of children's swim lessons, a youth swim team, master's competitive swimming, morning and evening lap swim, and water exercise classes.

Fitness Center. Community Ed has a team of volunteers who supervise public drop-in times at the Fitness Center, located at ABRHS.

Scheduling Use of School Fields. Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses, and community organizations, receive permits for school field use through Community Ed. Fees charged are returned to the school district to support the facilities.

Scheduling Use of School Buildings. Use of the school buildings outside of school hours is scheduled through Community Ed.

Snack Shack at Lower Fields. Community Ed operates the snack shack at the new bathrooms/concessions facility at the Lower Fields.

Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Moneys are returned to the district to use for space and equipment. For more information about Community Education and the programs that it offers, call 978-266-2525.

Facilities and Transportation

The district is a strong leader in energy efficiency, cutting costs for taxpayers, greening up school footprints, and receiving national recognition. Electricity use has been cut by 28% below our benchmark of five years ago, with a 17% cut in energy use overall. This success is due to 1) an energy conservation program that has received national awards with strong engagement by staff, faculty, and students and 2) major lighting and mechanical upgrades with grant funding.

Five percent of the district's electricity use is supplied by the three solar arrays on school roofs (280 kW total); the district is exploring additional solar capacity. In addition, 20% of the electricity purchased from NSTAR is certified from renewable sources. The district's use of conventional electricity has been cut by almost 50% over benchmark, given the combination of conservation, efficiency, and renewable sources.

ABRSD implemented a $300,000 energy efficiency upgrade at the high school in FY 2014, with more than half of the funding coming from utility incentives and a payback of less than two years. These projects included upgrades to the HVAC system and high-efficiency lighting. In June, the AB Regional Schools were awarded Department of Energy Resources (DOER) grant funding and utility incentives for more energy efficiency projects, including: 1) new high-efficiency boilers at RJ Grey, 2) tying exhaust fans to building management software at RJ Grey, and 3) working with granular data to boost energy efficiency at ABRHS and RJ Grey.

Compostables and recyclables are captured in our cafeterias now (and kitchens) with the active support of students coaching their peers on how to sort their stuff. This program, in place at ABRHS, has led to cost savings and a dramatic reduction in solid waste, as compostables and recyclables make up 75% of the waste

stream from the cafeterias and kitchens. In addition, single-stream recycling is in place in all of our offices and classrooms with support from student teams.

Student Green Teams are active in our schools, helping to promote energy conservation and/or recycling and composting. We welcome and encourage the engagement of our students in helping to build a culture of conservation in our schools. Our schools received national and state awards this year for excellence in energy conservation and energy education from the National Energy Education Development Project (NEED), including an all-expenses paid trip to the national award ceremony in Washington, DC.

To go along with the annual maintenance and repair of the schools' physical plant, the Facilities Department is also responsible for capital construction projects on our school properties. This past year we were able to complete a total reconstruction of the Richard E. Dow Track. This project would not have been completed without significant financial support from many members of our community. Thank you to the individuals involved in raising the funds and to the community at large for supporting the project.

In Conclusion

This report provides a glimpse into the work of our Grade 7-12 school district. It is a system that is comprised of many individuals who are dedicated to the overall well-being of our children. While each day the district relies on the deep commitment of faculty, staff, and administration to collectively serve the students of Boxborough, our accomplishments are also reflective of incredible partnerships with our supportive communities. This includes everyone who volunteers in our classrooms, attends our theatrical performances, cheers enthusiastically at our games and events, and serves on our many committees, including our School Committee.

Our system achieves tremendous results according to many metrics and within many areas, both inside and outside of the classroom. But beyond metrics, rankings, and the post-secondary institutions or careers that our students might go on to attend or pursue, we will continue to see the most success when students are well-prepared for the world before them and "AB" continues to be a strong, caring, collaborative community dedicated to maintaining the best public educational system we can provide for the children of Boxborough.

Glenn Brand
Superintendent of Schools
On Behalf of the School Committees
January 2015

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Minuteman High School is a four-year, public high school in Lexington, Massachusetts, founded in the Career and Technical Education tradition. Minuteman serves the member towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a revolution in learning, preparing every student for success in college, industry, and life.

Minuteman is governed by a 16-member School Committee which sets policy for the district. Each town has one representative on the committee. Boxborough's representative is Cheryl Mahoney.

Boxborough Enrollment

As of October 1, 2014, four high school students and one post-graduate student from Boxborough were enrolled at Minuteman.

2014 Boxborough Graduates and Awards

Anita Viggh graduated from the Programming & Web Development program. She received the following awards: Class Valedictorian, John and Abigail Adams Scholarship Award, President's Education Award for

Outstanding Academic Excellence, Career Program Award, Boxborough District Minutemen Award, Minuteman Players Drama Club Award, and the Rotary Club of Acton Boxborough Award.

Minuteman Half-Day Program
Minuteman offers a unique program allowing juniors and seniors who have passed the MCAS to enroll on a half day-every day basis in a career major. This allows a student to graduate from another high school within the Minuteman district and receive a competency certificate from Minuteman.

Post-Graduate and Continuing Education Programs
Minuteman offers technical training programs to adults who are looking for rewarding jobs in high-demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

Career and Technical Offerings
Minuteman currently offers 19 career majors categorized into three clusters: Bio-Science/Engineering, Human and Commercial Services, and Trades and Transportation. The District School Committee endorsed a new Educational Program Plan for the school which identified two potential new programs: Multi-Media Engineering and Advanced Manufacturing.

Academic Program Offerings
Minuteman offers Advanced Placement courses in English Literature and Composition. During 2014, the school added Calculus A-B. Due to the career and technical emphasis in their program, Minuteman students also have enjoyed success on Advanced Placement tests in Environmental Technology.

Capital Project
Minuteman has received an extension to continue the work of the Feasibility Study as authorized in June 2010. In conducting this study, the professional team, including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the Massachusetts School Building Authority (MSBA). Through this process, the Minuteman School Committee has approved a target design enrollment of 628 students and approved a new Educational Program Plan that will embrace an academy concept housing two career academies. These academies will aim to integrate career and technical education with academic subjects to create a truly cohesive learning experience for Minuteman students. Under the current Feasibility Study agreement, Minuteman plans to bring a proposed building project before area Town Meetings in 2016 for approval.

Regional Agreement
The revised Regional Agreement has currently been approved by 10 member communities. The article will be on the Town Meeting warrant of the remaining six towns in the spring.

Minuteman in the Community
Students and staff from Minuteman work on public service projects in the community. As examples, the school is working with Habitat for Humanity in Wayland and with LexHab in Lexington to create more affordable housing. The school also offers a wide variety of services, including hairdressing and auto repairs, to residents of the district. Our restaurant is also open to the public.

The Minuteman Experience
Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or another one of our many career majors.

Our teachers and staff encourage students to:

- *Believe in Yourself*. Students graduate from Minuteman with an enduring confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, or how loud the skeptics.
- *Prepare for College and Life*. Minuteman equips students with the academic foundation and study skills to succeed in college, and the industry certifications and acumen to succeed in business, affording every graduate a unique flexibility to pursue their dreams.
- *Learn from Experts*. Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- *Be More Than Just Another Student*. There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- *Make a Fresh Start*. From their first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

SkillsUSA

SkillsUSA, in partnership with business and industry, provides opportunities for members to develop individually and improve teamwork, leadership, and professional skills through education, training, service, and competition. SkillsUSA Massachusetts programs include local and state competitions in which students demonstrate occupational and leadership skills.

Student Access, Participation and Support

An Executive Function initiative was launched in 2010. Study skills, pre-reading strategies, and time management training help students to develop habits and techniques to improve their planning and organization skills.

Minuteman continues to support a full-time Reading Specialist who consults with academic and CTE teachers to implement a school-wide reading program.

The Special Education Department provides services so that all students succeed. The department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among colleges and universities.

Respectfully submitted,
Edward A. Bouquillon, Ph.D., Superintendent-Director

TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 12, 2014
LIST OF ARTICLES

SPECIAL TOWN MEETING

1. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER
2. FUND FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENT MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE
3. TRANSFER FROM INSURANCE PROCEEDS
4. AMEND FY 2014 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN

ANNUAL TOWN MEETING

1. CHOOSE TOWN OFFICERS
2. RECEIVE REPORTS
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
4. AMEND FY 2015 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN
5. TOWN OPERATING BUDGET
6. AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
7. WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
8. ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7
9. BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE
10. AUTHORIZATION TO DISPOSE OF REAL PROPERTY – 70-72 STOW ROAD
11. TRANSFER TO STABILIZATION FUND**
12. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
13. GASB 45 ACTUARIAL CONSULTANT**
14. TRANSFER AND APPROPRIATION OF BLANCHARD MEMORIAL SCHOOL REVOLVING FUND BALANCES**
15. TRANSFER OF BLANCHARD MEMORIAL SCHOOL GIFTS AND GRANTS TO THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**
16. TRANSFER UNEXPENDED BALANCES IN PRIOR YEAR ARTICLES**
17. RESCIND UNUSED BORROWING AUTHORITY**
18. DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**
19. ESTABLISH REVOLVING FUND FOR GENERAL RECREATION PROGRAMS**
20. COST OF BOND ISSUANCE**
21. EXPANDED VETERANS SERVICES**

22. CAPITAL EQUIPMENT AND INFRASTRUCTURE

- **A. Town Hall Attic Insulation**
- **B. Town Hall Carpet Replacement**
- **C. Town Hall Grange Meeting Room Improvements**
- **D. Town-wide Computer Replacement & Software Upgrade**
- **E. Library – HVAC Control System Upgrade**
- **F. Steele Farm – Repairs to Barn**

23. STUDIES AND INITIATIVES

- **A. Town Clerk - Record Books Conservation**
- **B. Planning Board – Update Master Plan**
- **C. Public Safety – Space Needs Analysis**
- **D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields**
- **E. Steele Farm Management Plan**

24. CAPITAL IMPROVEMENT – ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM

25. CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS - FIRE DEPARTMENT

26. CAPITAL EQUIPMENT ACQUISITION – PUBLIC SAFETY RADIO SYSTEM UPGRADE

27. CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK

28. CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

29. AUTHORIZATION TO ACQUIRE REAL PROPERTY – 530 MASSACHUSETTS AVENUE

30. ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS

31. CONSERVATION TRUST FUND

32. PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR

33. ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900

34. ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/ COMMON DRIVEWAYS

35. ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

36. SUBMITTED BY PETITION – TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER##

37. SUBMITTED BY PETITION – TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE##

38. ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**

39. PERSONAL REAL ESTATE EXEMPTIONS**

40. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

LEGEND

SUBMITTED BY PETITION

**** CONSENT AGENDA**

Town Moderator, John Fallon, called the Annual Town Meeting to order at 7:03pm. There were 157 voters present. After some announcements the Blanchard School Vocal Ensemble led by Margie Callahan sang the Star Spangled Banner and led the meeting in saying the Pledge of Allegiance. Mr. Fallon asked for a Moment of Silence for those in Boxborough who died and those in our Armed Forces who died or were wounded during the last year. He discussed procedural issues about how he planned to run the town meeting.

Vince Amoroso, BOS chair, moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 13th; Thursday, May 15th; Wednesday, May 21st and Thursday, May 22nd; and further, that no debate will begin on any new article after 10:30 p.m.
Action on the motion: Motion carried unanimously.

Mr. Amoroso moved that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.
Action on the motion: Motion carried unanimously.

Mr. Amoroso moved to postpone consideration of articles 8, 9, 7 and 6 until Tuesday, May 13 as the first four items of business, respectively, at the adjourned session of the Annual Town Meeting, and further, to consider the articles in the order indicated in this motion. He explained the rationale for this change.
Action on the motion: Motion carried unanimously.

Mr. Amoroso moved that once final action has been taken on an article, and the next order of business has been taken up, or the session of Town Meeting has been adjourned, the article may not again be considered at that Town Meeting unless, in the best judgment of the Moderator, a significant error or omission occurred in the article's language, or in the process of action on the article, or a significant change of circumstances has occurred, such that there is a clear likelihood that the outcome could change upon reconsideration or that reconsideration would be in the Town's best interest.

He said the purpose was to introduce finality to discussion and vote on a given article. The FinCom recommended unanimously.

Ms. Becky Neville, Middle Road, said that she wondered why we would do this. She thinks the possibility of reconsideration makes people come to Town Meeting.

Michael Toups, Flagg Hill Rd, said we have been saved by reconsideration in the past. He didn't want the moderator to decide what substantive information is.

Karim Raad, Houghton Lane, agreed with the first speakers.

The moderator called for a teller count.
Action on the motion on reconsideration: The motion carried by majority vote. Yes: 70 No: 52

Mr. Amoroso moved to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting.
Action on the motion: Motion carried unanimously.

SPECIAL TOWN MEETING

Saying that he was a member of the Friends of the Council on Aging, the Moderator recused himself from moderation on Article 1 due to the possible appearance of a conflict of interest. Town Clerk, Liz Markiewicz, was appointed temporary moderator.

ARTICLE 1 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER

(Majority vote required)

Les Fox moved to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2014, for the lease of the Fellowship Hall, to be used as a community center, and further to transfer from Free Cash the sum of Eleven Thousand Four Hundred Dollars ($11,400) for the purpose of funding the first year of the renewed lease for the period July 1, 2014 through June 30, 2017.

The Board of Selectmen recommends (4-1).

In May 2012 town meeting approved the first year funding of a two-year lease of the UCC Fellowship Hall for use as a Community Center, with term ending June 30, 2014. Funding for the second year was approved in the COA budget at ATM in May 2013. This article is to provide funding for a new three-year lease from July 1, 2014 to June 30, 2017. It is placed within the Special Town Meeting so that approved funds will be available for timely execution of the new lease.

During the past two years the town has made excellent use of the Community Center. It has provided a much-needed facility for a variety of seniors' activities and additional committee meeting space. Other venues (e.g., Grange meeting room and Library) are simply not feasible, considering schedules and food service needs. It should be noted that use of the facility is NOT restricted to senior activities. The facility has been and will continue to be an alternative venue for other activities, including overflow meeting space when Morse/Hilberg and the Grange room are occupied.

Terms for a new lease have been agreed with the UCC principals and the town, and are virtually identical with the current lease. The first year rent is $950/month (0.5 % increase) with increases of 2.6% and 2% in the second and third year, respectively. This equates to an average yearly increase of 1.7%. The town rent pays a portion of utility usage and maintenance for the facility.

The Selectmen recommend approval as a prudent use of funds to assure the UCC Fellowship Hall will continue to be available as a valuable and beneficial community resource.

The Finance Committee recommends unanimously (6-0).

The FinCom recommends this article as it provides a location to be used by the citizens of Boxborough. The original two-year lease with the United Church of Christ was voted and approved at STM on May 14, 2012 at a rate of $900 per month for FY2013 and $945 per month in FY2014. The lease renewal will be a three-year lease at $950 per month in FY2015, $975 per month in FY2016 and $995 per month in FY2017. Funding for FY2016 and FY2017 will be in the COA budget.

Karyn Kealty, Waite Road, spoke against the motion. She said there were enough programs taking place in the Community Center to justify the cost. She thought there was enough space at Town Hall and the Library for programs at no extra cost to the town.

Nancy Fillmore, Burroughs Road, also spoke against the motion for similar reasons.

Jessica Eichelburg, Hill Road, said that, in order to develop programming for seniors, it was important to have a dedicated space.

Maria Neyland, Picnic Street, thanked the seniors for their ongoing support of the schools and said that $11,000 for a senior center seemed like the least we could do for them in return.

Motion to vote now carried by two-thirds as declared by the moderator.

Action on Article 1: The motion under Article 1 carried by majority vote.

ARTICLE 2 FUND FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE
(Majority vote required)

Les Fox moved to transfer from Free Cash the sum of Thirty-Eight Thousand Nine Hundred Dollars ($38,900) to fund the first two years of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2012 to June 30, 2015).

Summary
This article is for funding of the first two years of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2012 – June 30, 2015. Funding for year three is included in the FY 2015 budget request under Article 5.

The Board of Selectmen recommends (4-0-1; one abstention).
At ATM in May 2013 funding was approved for new Fire and Dispatch contracts. At that time, negotiations had not been completed with Police. Subsequently, the Town and Police Union mutually agreed to mediation through the Joint Labor-Management Committee (JLMC). As a result we were able to reach agreement on a new contract. Approval of this article in the STM will provide retroactive funding for FY13 and FY14. Funding for FY15 is included in the FY15 budget within ATM.

As with the Fire and Dispatch negotiations, the Board of Selectmen kept the FinCom apprised of progress throughout. Terms of the final Police agreement are in line with those previously concluded for Fire and Dispatch. The Police will receive cost of living increases of 1.5%, 1.75% and 1.75% for FY 13, FY14 and FY 15 respectively, with no change to shift differentials.

The new Police Collective Bargaining Agreement is consistent with goals of the Selectmen and financial input from the Finance Committee. The Selectmen recommend approval of this article.

The Finance Committee recommends unanimously (6-0).
The Town and the Police Union reached a mediated settlement mediation and this article retroactively funds FY2013 and FY2014. FY 2015 funding will be part of the annual budget under Article 5 of the annual town meeting. The Police Agreement is consistent with FinCom budget advice to the negotiations team.

Karim Raad asked about the vote from last town meeting. Thought fire and police both went to mediation. Les Fox explained that fire and dispatch were settled but not police.

Carole Driscoll, Stow Rd., asked about the abstention on BOS. Raid said he abstained for personal reasons.

Action on Article 2: The motion carried unanimously.

ARTICLE 3 TRANSFER FROM INSURANCE PROCEEDS
(Majority vote required)

Bob Stemple moved to transfer the sum of Fifteen Thousand One Hundred Sixty-Four Dollars ($15,164) from the Insurance Proceeds Account to the Reserve Fund.

Summary
According to Massachusetts General Law, reimbursements received from insurance carriers in excess of $20,000 require appropriation. In 2013 and 2014, the town received insurance proceeds in the amounts of $26,526.34 and $28,900 respectively to reimburse for the loss of two vehicles. Replacement vehicles were purchased; however, in each instance, since only $20,000 could be expended from the insurance proceeds account, reserve fund transfers were required to enable the purchase of the replacement vehicles. This article requests the transfer of $15,164 to reimburse the reserve fund for the transfers out of the fund.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (6-0).
This is a housekeeping item to reimburse the reserve fund for expenditures made to replace two police cruisers in FY 2013 and FY 2014. Note any unexpended funds in the reserve account will flow through to free cash.

Action on Article 3: The motion carried unanimously.

ARTICLE 4 AMEND FY 2014 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN
(Majority vote required)

Susan Bak moved to amend the Personnel Plan, by striking out the present Schedule A - Classification of Positions and Schedule B - Compensation of Positions and inserting in place thereof a new Classification and Compensation Schedule, as printed in the Special Town Meeting warrant under Article 4, to become effective July 1, 2013; and further, to amend the FY 2014 Operating Budget for the purpose of funding those changes by transferring the sum of Four Thousand Nine Hundred Seventeen Dollars ($4,917) from Department 192, Town Hall to other Town departments as printed in the Special Town Meeting warrant under Article 4.

The Personnel Board unanimously recommends (5–0).
In 2013, the Town retained the services of a personnel consultant to conduct a comprehensive classification and compensation study for all non-union town personnel, i.e. those employees covered by Schedules A & B. Over the course of twelve months, the Consultant met with the Personnel Board, surveyed seventeen comparable communities, and reviewed the existing compensation and classification plan and job descriptions. The goal was to develop a systematic formalized plan with equitable job groupings and compensation levels. Considering the comparable wage data as well as the characteristics of each position and internal equity factors, the Consultant developed the classification and compensation schedule before you tonight.

At last year's town meeting, the voters approved an overall 2% increase for all employees, maintaining them in their current step while the Personnel Board determined a path forward for the future. Throughout the study, the goal was to provide an equitable salary for our non-union employees, while keeping those salaries within the 50th percentile. The schedule was prepared with the possibility of implementing retroactively to July 1, 2013.

The existing schedule has 7 (8, if we include G+) steps with 3.5% between each, and a range of approximately 25% from the minimum to the maximum. The new proposed schedule has 9 steps, with 2.5% between each, and a range of approximately 22%.

The Personnel Board recommends adopting the classification and compensation schedules retroactive to July 1, 2013. The schedules cover 30 regular and over 50 intermittent non-union personnel. No appropriation is being requested since the retroactive compensation can be absorbed in the operating budget approved at Town Meeting last May.

The Board of Selectmen recommends (4-1).
The Board of Selectmen believes this is the correct and equitable way to move forward. As mentioned in the Personnel Board recommendation no appropriation is being requested since the retroactive compensation can be absorbed in the operating budget approved at Town Meeting last May.

The Finance Committee recommends (3-2).
FinCom presented opinions for and against the article at Town Meeting.

Ms. Bak presented a more detailed analysis of the basis for the recommended changes to the Personnel Plan and the rationale for making the change retro-active to FY14.

Channing Wagg, Hill Rd., asked what the time period of the increases were. If the duties don't change why not have fewer steps but larger. Exempt work is not a function of time on the job, but education and skills. Why weren't these issues addressed.

Karim Raad asked about the table—why grades didn't start at Grade 1. Ms. Bak said that the first seven grades are hourly positions. Asked why there is a Grade 16 but no positions. She said that there may be a time when a position like that is created. He asked how many extra steps there were in the new plan vs. the old. The answer was two.

Jim Gorman, Hill Rd., said he was the one selectman who didn't vote for the plan. He thought some of the classifications were incorrect.

Mr. Gorman moved to amend the "Per diem and Intermittent Employees" Schedule in FY2014 Personnel Classification and Compensation Plan in the following line: Part Time Dispatcher, amend $16.84 per hour to $17.16 per hour. He provided his rationale.

Ms. Bak explained the difference in classification between part-time dispatcher and fire.

Mr. Gorman did not agree with the rationale.

Mr. Suleiman said that we cannot dismiss the differences between part time Dispatch and part time Fire. The jobs are different. The money difference is very small. He cautioned that we should not dismiss this study which was carefully done on the basis of a disagreement on one detail.

Mr. Raad said either you vote for the study or you vote against it as a whole. It didn't make sense to go through and amend the plan line by line. He was against the motion.

Action on the amended motion: Amended motion failed.

Jennifer Campbell, Patch Hill Road, appreciated the effort of the Personnel Board. She thought retroactive pay was a bad precedent to set.

Mr. Wagg said he still had some reservations about the plan and the methodology.

Maria Neyland, Picnic St., moved the question.

Action on the motion to move the question: Motion carried by 2/3 as declared by the moderator.

Action on Article 4: The motion carried by majority vote.

FY 2014
CLASSIFICATION AND COMPENSATION SCHEDULE

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	69,864.48	71,618.40	73,414.08	75,251.52	77,130.72	79,051.68	81,035.28	83,060.64	85,127.76
15	Inspector of Buildings Information Systems Coordinator Town Accountant Town Assessor Town Planner Town Treasurer	63,516.96	65,103.84	66,732.48	68,402.88	70,115.04	71,868.96	73,664.64	75,502.08	77,381.28
14	Tax Collector (Elected) Town Clerk (Elected)	54,580.32	55,937.52	57,336.48	58,777.20	60,238.80	61,742.16	63,287.28	64,874.16	66,502.80
13	Council on Aging Coordinator (DPW) Foreman	25.14	25.77	26.41	27.07	27.75	28.44	29.15	29.88	30.63
12	Conservation Agent Youth Services Librarian	22.05	22.60	23.17	23.75	24.34	24.95	25.57	26.21	26.87
11	Department Assistant DPW Worker IT Support Technician Technical Services Librarian	19.50	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.77
10	Bldgs/Gnds Main Worker DPW Semi-Skilled Senior Library Assistant Transfer Station Operator	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00
9	Library Assistant	17.16	17.59	18.03	18.48	18.94	19.41	19.90	20.40	20.91
8	Van Dispatcher	15.60	15.99	16.39	16.80	17.22	17.65	18.09	18.54	19.00

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly		
CIT	8.10	
Intern (Town Hall)	8.10	
Junior Library Page	8.10	
Library Page	8.51	
Counselor	9.41	
Election Workers	10.21	
Asst. Animal Control Officer - Dogs & Cats	10.77	4 hr min call
Laborer- Cemetery	10.95	
Clerk of Elections	11.79	
Seasonal Conservation Officer	12.46	
Media Production Technician	12.50	
Lead Counselor	12.66	
Van Driver	13.59	
Seasonal Maintenance Worker	13.88	
Lock Up Attendant	14.95	
Part Time Dispatcher	16.84	
Fire Department Chaplain	17.16	
Firefighter/EMT	17.16	
Special Police Officer	17.16	
Substitute Librarian	17.16	
Gym Director	18.54	
Winter Recreation Director	18.54	
Fire Lieutenant	18.88	
Summer Recreation Director	19.00	
Animal Ctl Officer	19.50	
Fire Captain	19.50	
Veterans Services Officer	19.50	
Snow Plow Operator	21.89	
Deputy Fire Chief	22.05	
Cemetery Superintendent	22.05	
Asst. Building Inspector	26.45	
Call Building Inspector	30.42	
Call Fire Chief	42.90	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	50,000 cap/yr	
Plumbing & Gas Inspector	15,000 cap/yr	
Fee max is 1% of FY 13 levy (or $167,162)		

FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS

Personal Contracts			
Position	***Contract Expiry Date***	***FY 2013***	***FY 2014***
DPW Director	*Contract expires 6/30/14*	*$ 78,045.81*	*$ 80,400.00*
Fire Chief	*Contract expires 6/30/14*	*$ 88,880.00*	*$ 90,658.00*
Library Director	*Contract expires 6/30/16*	*$ 72,894.00*	*$ 74,352.00*
Police Chief	*Contract expires 6/30/14*	*$ 100,950.00*	*$ 102,969.00*
Town Administrator	*Contract expires 9/30/16*	*$ 95,095.00*	*$ 101,500.00*

Positions Governed by CBA's							
Position							
Police Sergeant (Steps 1-3)	*$ 28.98*	*$ 29.50*	*$ 30.02*				
Police Officer (Steps A1/A2-F)	*$ 21.24*	*$ 21.98*	*$ 22.75*	*$ 23.54*	*$ 24.37*	*$ 25.22*	*$ 26.11*
Fire Lieutenant (Step A)	*$ 28.84*						
Firefighter/EMT (Steps A-F)	*$ 21.49*	*$ 22.24*	*$ 23.02*	*$ 23.83*	*$ 24.66*	*$ 25.52*	
Dispatch Supervisor (Steps A-F)	*$ 19.64*	*$ 20.32*	*$ 21.04*	*$ 21.77*	*$ 22.53*	*$ 23.31*	
Dispatcher (Steps A-F)	*$ 17.75*	*$ 18.37*	*$ 19.02*	*$ 19.69*	*$ 20.37*	*$ 21.09*	

Elected Officials				
Position	***FY 2013***		***FY2014***	
Selectman	*$ 400.00*	*annually*	*$ 400.00*	*annually*
Board of Health Member	*$ 166.67*	*annually*	*$ 166.67*	*annually*
Planning Board Member	*$ 109.00*	*annually*	*$ 109.00*	*annually*
Library Trustee	*$ -*	*annually*	*$ -*	*annually*
Moderator	*$ -*	*per meeting*	*$ -*	*annually*
Constable	*$ 3.00*	*/warrant posted/location*	*$ 3.00*	*/warrant posted/location*
Tax Collector	*$ 60,365.98*	*(Grade 50, G+)*	*$ 61,742.16*	*PROPOSED (Grade 14-6)*
Town Clerk	*$ 40,747.04*	*(Grade 50, G+)*	*$ 41,675.96*	*PROPOSED (Grade 14-6)*

Proposed Amendment to Operating Budget

Line Item	Description	Appropriated at ATM, 5/13/13	Transferred from Reserve Fund	Proposed Increase/ Decrease	Newly Recommended FY14
141	Total Salaries - Assessor	$39,700	$3,090	**$2,042**	$44,832
146	Total Salaries - Tax Collector	$62,574		**$169**	$62,743
161	Total Salaries - Town Clerk	$42,562		**$114**	$42,676
175	Total Salaries - Planning Board	$71,355		**$883**	$72,238
192	Total Salaries – Town Hall	$176,450		**<$4,917>**	171,533
541	Total Salaries – Council on Aging	$43,981		**$457**	44,438
610	Total Salaries - Library	$206,521		**$1,252**	207,773
		$643,143	$3,090	**0**	646,233

Mr. Amoroso moved to dissolve the Special Town Meeting.

Action on the motion to dissolve: The motion carried by majority vote.

ANNUAL TOWN MEETING

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The selectmen have voted unanimously (5 – 0) to recommend all those articles on each of the Consent Agendas.

This year, there will be two Consent Agendas. The **Fiscal Consent** (Article #11 through #21, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #38 through 40 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 10 AND 37, RESPECTIVELY.

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and

restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Summaries are included under many of the articles printed in this warrant.

COMPILATION ARTICLES
CAPITAL EQUIPMENT and INFRASTRUCTURE & STUDIES and INITIATIVES

In an additional effort to streamline Town Meeting, we have compiled the majority of non-borrowing appropriations into two articles: Article 22, *Capital Equipment and Infrastructure* and Article 23, *Studies and Initiatives*. Each of these articles is comprised of several components (A – F) and (A-E) respectively, which may be moved as a group, or individually within each article. Any component of the article may be amended. Summaries have been included for each component of the articles.

ARTICLE 1 CHOOSE TOWN OFFICERS
(Majority vote required)

One Moderator for a one-year term
Two Board of Selectmen members, each for a three-year term
One Board of Health member for a three-year term
One Board of Health member to complete a one-year unexpired term
Two Library Trustees, each for a three-year term
Two Planning Board members, each for a three-year term
One A-B Regional School Committee member for a three-year term, effective May 19, 2014
One A-B Regional School Committee member for a three-year term, effective July 1, 2014

ACTION ON ARTICLE 1, May 19, 2014: Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Constable. The Election Officials—all duly sworn in before beginning their duties—were Warden: Elizabeth Markiewicz; Constables: David Birt and Owen Neville; Clerk: Elizabeth Markiewicz; Tellers: Charlotte Priest, Ellen Landry, Jackie Crimins, Helen Argento, Janet Glidden, Mary Cobleigh, Kristin Hilberg, John Markiewicz, Abby Reip, Joan Rudenko, Barbara Birt and Jackie Cumming. The counters were Charlene Golden and Allison Markiewicz. The polls were opened at 7:00 a.m. and closed at 8:00 p.m. Out of 3,489 registered voters, there were 141 ballots cast, including 9 absentees, for a turnout of 4%. The count was completed at 8:30pm. The results of the election are as follows:

Office	Name	Address	Votes
Moderator	JOHN G. FALLON	118 Russet Ln.	122
Selectman	LESLIE FOX	187 Hill Rd.	121
	SUSAN M. BAK	59 Burroughs Rd.	100
School Committee Effective 5/19/2014	MARIA E. NEYLAND	201 Picnic St	114
School Committee Effective 7/1/2014	GARY J. KUSHNER	158 Flagg Hill Rd.	59
	KATHLEEN M. NEVILLE	317 Middle Rd.	77
Planning Board	NANCY E. FILLMORE	869 Burroughs Rd.	107
	EDUARDO PONTORIERO	46 Loreto Dr.	99
Library Trustees	MEGAN B. MCCULLOUGH	100 Mayfair Dr.	100
	KATHLEEN M. LUCE	133 Emanuel Dr.	104
Board of Health (Three-Year Term)	MARIE C. CANNON	447 Littlefield Rd.	119
Board of Health (One-Year Term)	PAMELA L. FOLLETT	120 Cobleigh Rd.	117

ARTICLE 2 RECEIVE REPORTS
(Majority vote required)

Mr. Amoroso moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2013 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

Action on Article 2: The motion carried.

Mr. Amoroso presented the Board of Selectman report.

Maria Neyland, Chair of ABRSC, presented the School Committee report, highlighting the savings realized by regionalization. Ms. Neyland also recognized the 40 year career of Dr. Curtis Bates. He received a standing ovation.

Mike Coppolino, Acton member of ABRSC, presented the Regional School Study Committee report.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
(Majority vote required)

Mr. Amoroso moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2014 as follows:

Selectmen	$400.00 each member/year
Board of Health	$166.67 each member/year
Tax Collector	$64,087.27/year
Town Clerk	$43,258.91/year
Constables	$3.00 each copy/warrant posted
Planning Board Members	$109.00 each member/year

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously (6-0).
This includes an annual increase to the Tax Collector of $2,514 (4.1%) and an annual increase to the Town Clerk of $1,697 (4.1%). All other salaries to elected officials remain the same.

Action on Article 3: The motion carried by majority vote.

ARTICLE 4 AMEND FY 2015 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN
(Majority vote required)

Ms. Bak moved to amend the Classification and Compensation Schedule as printed in the Annual Town Meeting warrant under Article 4, to become effective July 1, 2014.

Summary
This article establishes the compensation ranges for all employees of the Town, except for those covered by collective bargaining agreement, personal contract or elected officials. The rates shown for these latter categories have been included for informational purposes only.

The Personnel Board recommends unanimously (5-0).
The Personnel Board recommends amending the Classification and Compensation Schedule to provide for a 1.25% COLA over the FY 2014 Schedule described in Article 4 of the Special Town Meeting; employees would be placed on the appropriate step.

The Board of Selectmen recommends (4-1).
The Board of Selectmen and Personnel Board held a public hearing on March 17 on the proposed Classification and Compensation Schedule in FY 2015. The Board of Selectmen recommends for the reasons mentioned in the summary above.

The Finance Committee recommends unanimously (6-0).
This article implements the new Personnel Classification and Compensation plan. This provides for a 1.25% COLA increase over FY2014 with a 2.5% step increase where appropriate.

Mr. Raad asked about page 21. He questioned the police salary. Ms. Bak said that the chief's salary was not part of the Personnel plan and is listed for informational purposes only.

Carol Driscoll asked to hear from the one selectmen not in favor. Mr. Gorman said he had significant disagreements with job classifications.

Channing Wagg said he had concerns about being asked to vote on classification levels without enough information. Need the framework behind the findings of the study.

In response to Mr. Wagg, Mr. Suleiman said the study is available on the town website. He also pointed out that the BOS had public hearings for this purpose.

Action on Article 4: Motion carried by majority vote.

FY 2015
CLASSIFICATION AND COMPENSATION SCHEDULE

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	70,737.79	72,506.23	74,318.89	76,176.86	78,081.28	80,033.31	82,034.14	84,085.00	86,187.12
15	Inspector of Buildings	64,310.92	65,918.70	67,566.66	69,255.83	70,987.22	72,761.91	74,580.95	76,445.48	78,356.61
	Information Systems Coordinator									
	Town Accountant									
	Town Assessor									
	Town Planner									
	Town Treasurer									
14	Tax Collector (Elected)	55,262.25	56,643.81	58,059.90	59,511.40	60,999.18	62,524.16	64,087.27	65,689.45	67,331.69
	Town Clerk (Elected)									
13	Council on Aging Coordinator	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26	31.01
	(DPW) Foreman									
12	Conservation Agent	22.33	22.88	23.46	24.04	24.64	25.26	25.89	26.54	27.20
	Youth Services Librarian									
11	Department Assistant	19.74	20.24	20.74	21.26	21.79	22.34	22.90	23.47	24.06
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.12	19.59	20.08	20.59	21.10	21.63	22.17	22.72	23.29
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.37	17.81	18.25	18.71	19.18	19.66	20.15	20.65	21.17
8	Van Dispatcher	15.80	16.19	16.59	17.01	17.43	17.87	18.32	18.78	19.24

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly		
CIT	8.10	
Intern (Town Hall)	8.10	
Junior Library Page	8.10	
Library Page	8.51	
Counselor	9.41	
Election Workers	10.33	
Asst. Animal Control Officer - Dogs & Cats	10.77	4 hr min call
Laborer- Cemetery	11.09	
Clerk of Elections	11.94	
Media Production Technician	12.50	
Seasonal Conservation Officer	12.62	
Lead Counselor	12.82	
Van Driver	13.76	
Seasonal Maintenance Worker	14.05	
Lock Up Attendant	15.14	
Part Time Dispatcher	17.07	
Fire Department Chaplain	17.37	
Firefighter/EMT	17.37	
Special Police Officer	17.37	
Substitute Librarian	17.37	
Gym Director	18.77	
Winter Recreation Director	18.77	
Fire Lieutenant	19.12	
Summer Recreation Director	19.24	
Animal Ctl Officer	19.74	
Fire Captain	19.74	
Veterans Services Officer	19.74	
Snow Plow Operator	22.16	
Deputy Fire Chief	22.33	
Cemetery Superintendent	22.33	
Asst. Building Inspector	26.45	
Call Building Inspector	30.80	
Call Fire Chief	42.90	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	$50,000 cap/yr	
Plumbing & Gas Inspector	$15,000 cap/yr	
Fee max is 1% of FY 14 levy (or $166,416)		

FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS

Personal Contracts			
Position	***Contract Expiry Date***	***FY 2014***	***FY 2015***
DPW Director	*Contract expires 6/30/14*	*$ 80,400.00*	*$ 82,812.00*
Fire Chief	*Contract expires 6/30/14*	*$ 90,658.00*	*$ 93,378.00*
Library Director	*Contract expires 6/30/16*	*$ 74,352.00*	*$ 76,583.00*
Police Chief	*Contract expires 6/30/14*	*$ 102,969.00*	*$ 115,000.00*
Town Administrator	*Contract expires 9/30/16*	*$ 101,500.00*	*$ 105,000.00*

Positions Governed by CBA's							
Position							
Police Sergeant (Steps 1-3)	*$ 29.49*	*$ 30.02*	*$ 30.55*				
Police Officer (Steps A1/A2-F)	*$ 21.61*	*$ 22.36*	*$ 23.15*	*$ 23.95*	*$ 24.80*	*$ 25.66*	*$ 26.57*
Fire Lieutenant (Step A)	*$ 29.34*						
Firefighter/EMT (Steps A-F)	*$ 21.87*	*$ 22.63*	*$ 23.42*	*$ 24.25*	*$ 25.09*	*$ 25.97*	
Dispatch Supervisor (Steps A-F)	*$ 19.93*	*$ 20.62*	*$ 21.36*	*$ 22.10*	*$ 22.87*	*$ 23.66*	
Dispatcher (Steps A-F)	*$ 18.02*	*$ 18.65*	*$ 19.31*	*$ 19.99*	*$ 20.68*	*$ 21.41*	

Elected Officials		
Position	***FY 2014***	***FY2015***
Selectman	*$ 400.00 annually*	*$ 400.00 annually*
Board of Health Member	*$ 166.67 annually*	*$ 166.67 annually*
Planning Board Member	*$ 109.00 annually*	*$ 109.00 annually*
Library Trustee	*$ - annually*	*$ - annually*
Moderator	*$ - per meeting*	*$ - annually*
Constable	*$ 3.00 /warrant posted/location*	*$ 3.00 /warrant posted/location*
Tax Collector	*$ 61,742.16 (Grade 14-6)*	*$ 64,087.27 (Grade 14-7)*
Town Clerk	*$ 41,675.96 (Grade 14-6)*	*$ 43,258.91 (Grade 14-7)*

ARTICLE 5 TOWN OPERATING BUDGET
(Majority vote required)

Dilip Subramanyam, FinCom chair, moved that the Town raise and appropriate the sum of

Seventeen Million Nine Hundred Twenty-Two Thousand Seven Hundred Ninety-One Dollars ($17,922,791)

for the operations and expenses of the Town during the fiscal year beginning July 1, 2014, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY2015 Budget,

except for Total Salaries, Department #175 – Planning Board, which has been reduced to **$64,856**

The Finance Committee recommends unanimously (6-0).
Mr. Subramanyam presented the Finance Committee report.

Mr. Fallon went through the budget line-item by line-item. He pointed out that Line 162 Planning Board was reduced.

Mr. Raad asked to discuss line item 210-Police. Mr. Amoroso said the Chief's new contract was a driver behind large percentage increase in the salary line. He said the raise was justified in order to retain a highly valued employee. Mr. Raad asked for more detail on the increase: $115K in year 1, year 2 $117k and then $120K in third year. Mr. Raad asked for the percentage increase. Vince said 11.7% increase in first year. Mr. Raad said he was against such a large raise for any employee. Mr. Amoroso said that the BOS wanted to see where our salaries for our department heads were vs. other towns. Police chief salary was 14.9% below midrange. BOS wanted to retain valued employees which meant being in line with the market. Mr. Raad felt this was a bad approach.

Action on Article 5: The motion carried by majority vote.

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
114	Total Salaries - Moderator	$ -	$ -	$ -	$ -	0.00%
114	Total Other - Moderator	$ 47	$ 50	$ 50	$ -	0.00%
114	Total Moderator Expenses	$ 47	$ 50	$ 50	$ -	0.00%
119	Total Salaries - Town Constable	$ -	$ -	$ -	$ -	0.00%
119	Total Other - Town Constable	$ 155	$ 175	$ 175	$ -	0.00%
119	Total Constable Expenses	$ 155	$ 175	$ 175	$ -	0.00%
122	Total Salaries - Selectmen	$ 2,000	$ 2,000	$ 2,000	$ -	0.00%
122	Total Other - Selectmen	$ 35,236	$ 2,149	$ 2,136	$ (13)	-0.60%
122	Total Selectman Expenses	$ 37,236	$ 4,149	$ 4,136	$ (13)	-0.31%
123	Total Salaries - Town Administrator	$ 95,095	$ 101,500	$ 105,000	$ 3,500	3.45%
123	Total Other - Town Administrator	$ 2,800	$ 2,825	$ 2,825	$ -	0.00%
123	Total Expenses - Town Administrator	$ 97,895	$ 104,325	$ 107,825	$ 3,500	3.35%
131	Total Salaries - Finance Committee	$ -	$ -	$ -	$ -	0.00%
131	Total Other - Finance Committee	$ 213	$ 450	$ 455	$ 5	1.11%
131	Total Expenses - Finance Committee	$ 213	$ 450	$ 455	$ 5	1.11%
135	Total Salaries - Accountant	$ 69,421	$ 70,810	$ 64,311	$ (6,499)	-9.18%
135	Total Other - Accountant	$ 25,665	$ 26,666	$ 26,968	$ 302	1.13%
135	Total Expenses - Accountant	$ 95,086	$ 97,476	$ 91,279	$ (6,197)	-6.36%
141	Total Salaries - Assessor	$ 39,522	$ 39,700	$ 64,311	$ 24,611	61.99%
141	Total Other Expenses-Assessor	$ 9,007	$ 9,023	$ 13,113	$ 4,090	45.33%
141	Total Expenses - Assessor	$ 48,529	$ 48,723	$ 77,424	$ 28,701	58.91%
145	Total Salaries - Treasurer	$ 70,421	$ 71,810	$ 65,311	$ (6,499)	-9.05%
145	Total Other -Treasurer	$ 14,718	$ 12,495	$ 8,350	$ (4,145)	-33.17%
145	Total Expenses - Treasurer	$ 85,139	$ 84,305	$ 73,661	$ (10,644)	-12.63%
146	Total Salaries - Tax Collector	$ 61,366	$ 62,574	$ 65,087	$ 2,513	4.02%
146	Total Other -Tax Collector	$ 16,761	$ 17,076	$ 20,118	$ 3,042	17.81%
146	Total Expenses - Tax Collector	$ 78,127	$ 79,650	$ 85,205	$ 5,555	6.97%
151	Total Salaries - Legal	$ -	$ -	$ -	$ -	0.00%
151	Total Other - Legal	$ 64,071	$ 64,000	$ 53,500	$ (10,500)	-16.41%
151	Total Expenses - Legal	$ 64,071	$ 64,000	$ 53,500	$ (10,500)	-16.41%
152	Total Salaries - Personnel Board	$ -	$ -	$ -	$ -	0.00%
152	Total Other - Personnel Board	$ 9,200	$ 260	$ 260	$ -	0.00%
152	Total Expenses - Personnel Board	$ 9,200	$ 260	$ 260	$ -	0.00%

141 - Total Salaries - Assessor - Increased hours to full-time
135 & 145 - Total Salaries - Accountant & Treasurer - New hires at lower step
151 - Total Other - Legal - Reduced costs due to expanded school regionalization

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
156	Total Salaries - Technology	$ -	$ -	$ -	$ -	0.00%
156	Total Other - Technology	$ -	$ -	$ 27,994	$ 27,994	100.00%
156	Total Expenses - Technology	$ -	$ -	$ 27,994	$ 27,994	100.00%
161	Total Salaries - Town Clerk	$ 41,747	$ 42,562	$ 44,259	$ 1,697	3.99%
161	Total Other - Town Clerk	$ 1,628	$ 2,320	$ 2,178	$ (142)	-6.12%
161	Total Expenses - Town Clerk	$ 43,375	$ 44,882	$ 46,437	$ 1,555	3.46%
162	Total Salaries - Elect & Regist	$ 5,991	$ 2,601	$ 4,762	$ 2,161	83.08%
162	Total Other - Elect & Regist	$ 5,978	$ 4,355	$ 6,070	$ 1,715	39.38%
162	Total Expenses - Elect & Regist	$ 11,969	$ 6,956	$ 10,832	$ 3,876	55.72%
171	Total Salaries - Conservation Comm	$ -	$ -	$ -	$ -	0.00%
171	Total Other - Conservation Comm	$ 2,150	$ 2,150	$ 2,150	$ -	0.00%
171	Total Expenses - Conservation Comm	$ 2,150	$ 2,150	$ 2,150	$ -	0.00%
175	Total Salaries - Planning Board	$ 69,966	$ 71,355	$ 73,307	$ 1,952	2.74%
175	Total Other - Planning Board	$ 4,497	$ 8,900	$ 5,775	$ (3,125)	-35.11%
175	Total Expenses - Planning Board	$ 74,463	$ 80,255	$ 79,082	$ (1,173)	-1.46%
176	Total Salaries - Zoning Board of Appeals	$ -	$ -	$ -	$ -	0.00%
176	Total Other - Zoning Board of Appeals	$ 175	$ 335	$ 335	$ -	0.00%
176	Total Expenses - Zoning Board of Appeals	$ 175	$ 335	$ 335	$ -	0.00%
179	Total Salaries - Agricultural Comm	$ -	$ -	$ -	$ -	0.00%
179	Total Other - Agricultural Comm	$ 10	$ 200	$ 200	$ -	0.00%
179	Total Expenses - Agricultural Comm	$ 10	$ 200	$ 200	$ -	0.00%
192	Total Salaries - Town Hall	$ 152,090	$ 176,450	$ 168,116	$ (8,334)	-4.72%
192	Total Other - Town Hall	$ 57,244	$ 58,582	$ 45,355	$ (13,227)	-22.58%
192	Total Expenses - Town Hall	$ 209,334	$ 235,032	$ 213,471	$ (21,561)	-9.17%
199	Total Salaries - Energy Committee	$ -	$ -	$ -	$ -	0.00%
199	Total Other - Energy Committee	$ 200	$ 200	$ 1,000	$ 800	400.00%
199	Total Expenses - Energy Committee	$ 200	$ 200	$ 1,000	$ 800	400.00%
	Total Salaries - Town Government	$ 607,619	$ 641,362	$ 656,464	$ 15,102	2.35%
	Total Other - Town Government	$ 249,755	$ 212,211	$ 219,007	$ 6,796	3.20%
	Total Expenses - Town Government	$ 857,374	$ 853,573	$ 875,470	$ 21,897	2.57%

156 - Total Other - Technology - Re-allocation from Town Hall, Police, Fire, DPW & Library
162 - Total Salaries & Total Other - Elections & Registrars - More elections planned in FY15
192 - Total Salaries - Town Hall - Change in staffing
192 - Total Other - Town Hall - Re-allocation to Technology (#156)
199 - Total Other - To provide recycling bins at rec. fields

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
210	Total Salaries - Police	$ 949,943	$ 952,389	$ 1,008,200	$ 55,811	5.86%
210	Total Other - Police	$ 149,101	$ 140,799	$ 137,290	$ (3,509)	-2.49%
210	Total Expenses - Police	$ 1,099,044	$ 1,093,188	$ 1,145,490	$ 52,302	4.78%
220	Total Salaries - Fire	$ 696,244	$ 739,496	$ 765,214	$ 25,718	3.48%
220	Total Other - Fire	$ 103,049	$ 105,703	$ 103,498	$ (2,205)	-2.09%
220	Total Expenses - Fire	$ 799,293	$ 845,199	$ 868,712	$ 23,513	2.78%
221	Total Salaries - Dispatch	$ 232,683	$ 249,037	$ 250,302	$ 1,265	0.51%
221	Total Other - Dispatch	$ 38,047	$ 36,910	$ 36,020	$ (890)	-2.41%
221	Total Expenses - Dispatch	$ 270,730	$ 285,947	$ 286,322	$ 375	0.13%
241	Total Salaries - Building Insp	$ 40,266	$ 65,427	$ 68,383	$ 2,956	4.52%
241	Total Other - Building Insp	$ 1,407	$ 2,442	$ 2,250	$ (192)	-7.86%
241	Total Expenses - Building Insp	$ 41,673	$ 67,869	$ 70,633	$ 2,764	4.07%
292	Total Salaries - Dog Officer	$ 10,791	$ 11,007	$ 11,292	$ 285	2.59%
292	Total Other - Dog Officer	$ 1,228	$ 1,625	$ 1,625	$ -	0.00%
292	Total Expenses - Dog Officer	$ 12,019	$ 12,632	$ 12,917	$ 285	2.26%
299	Total Salaries - Field Driver	$ 45	$ 45	$ 45	$ -	0.00%
299	Total Other - Field Driver	$ 14	$ 50	$ 50	$ -	0.00%
299	Total Expenses - Field Driver	$ 59	$ 95	$ 95	$ -	0.00%
	Tota Salaries - Protection	$ 1,929,972	$ 2,017,401	$ 2,103,436	$ 86,035	4.26%
	Total Other - Protection	$ 292,846	$ 287,529	$ 280,733	$ (6,796)	-2.36%
	Toatl Expenses - Protection	$ 2,222,818	$ 2,304,930	$ 2,384,169	$ 79,239	3.44%

210 & 220 - Total Other - Police & Fire - Re-allocation to Technology (#156)

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
300	Total Salaries - Blanchard School	$ 4,307,674	$ 4,485,616	$ -	$ (4,485,616)	-100.00%
300	Total Other - Blanchard School	$ 1,281,912	$ 1,312,704	$ -	$ (1,312,704)	-100.00%
300	Total Expenses - Blanchard School	$ 5,589,586	$ 5,798,320	$ -	$ (5,798,320)	-100.00%
310	Total Salaries - Minuteman Vocational HS	$ -	$ -	$ -	$ -	0.00%
310	Total Other - Minuteman Vocational HS	$ 227,929	$ 177,558	$ 147,254	$ (30,304)	-17.07%
310	Total Expenses - Minuteman Vocational HS	$ 227,929	$ 177,558	$ 147,254	$ (30,304)	-17.07%
320	Total Salaries - ABRS Assessment	$ -	$ -	$ -	$ -	0.00%
320	Total Other - ABRS Assessment	$ 5,630,114	$ 5,568,636	$ 10,594,577	$ 5,025,941	90.25%
320	Total Expenses - ABRS Assessment	$ 5,630,114	$ 5,568,636	$ 10,594,577	$ 5,025,941	90.25%
	Tota Salaries - Education	$ 4,307,674	$ 4,485,616	$ -	$ (4,485,616)	-100.00%
	Total Other - Education	$ 7,139,955	$ 7,058,898	$ 10,741,831	$ 3,682,933	52.17%
	Total Expenses - Education	$ 11,447,629	$ 11,544,514	$ 10,741,831	$ (802,683)	-6.95%

300 & 320 - Total Other - Blanchard School & ABRS Assessment - Expanded regionalization effective 7/1/14
310 - Total Other - Minuteman Vocational HS - Reduced enrollment

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
422	Total Salaries - Public Works	$ 457,791	$ 489,932	$ 505,987	$ 16,055	3.28%
422	Total Other - Public Works	$ 226,640	$ 227,040	$ 87,590	$ (139,450)	-61.42%
422	Total Expenses - Public Works	$ 684,431	$ 716,972	$ 593,577	$ (123,395)	-17.21%
423	Total Salaries - Snow & Ice	$ 53,954	$ 51,336	$ 53,121	$ 1,785	3.48%
423	Total Other - Snow & Ice	$ 101,395	$ 109,550	$ 107,765	$ (1,785)	-1.63%
423	Total Expenses - Snow & Ice	$ 155,349	$ 160,886	$ 160,886	$ -	0.00%
424	Total Salaries - Street Lighting	$ -	$ -	$ -	$ -	0.00%
424	Total Other - Street Lighting	$ 2,598	$ 3,000	$ 3,000	$ -	0.00%
424	Total Expenses - Street Lighting	$ 2,598	$ 3,000	$ 3,000	$ -	0.00%
425	Total Salaries - Hager Well Maintenance	$ -	$ -	$ -	$ -	0.00%
425	Total Other - Hager Well Maintenance	$ 17,587	$ 27,120	$ 22,400	$ (4,720)	-17.40%
425	Total Expenses - Hager Well Maintenance	$ 17,587	$ 27,120	$ 22,400	$ (4,720)	-17.40%
429	Total Salaries - Fuel	$ -	$ -	$ -	$ -	0.00%
429	Total Other - Fuel	$ 133,830	$ 97,250	$ 97,250	$ -	0.00%
429	Total Expenses - Fuel	$ 133,830	$ 97,250	$ 97,250	$ -	0.00%
431	Total Salaries - Hazardous Waste Coll	$ -	$ -	$ -	$ -	0.00%
431	Total Other - Hazardous Waste Coll	$ 9,882	$ -	$ 10,000	$ 10,000	100.00%
431	Total Expenses - Hazardous Waste Coll	$ 9,882	$ -	$ 10,000	$ 10,000	0.00%
433	Total Salaries - Transfer Station	$ -	$ -	$ -	$ -	0.00%
433	Total Other - Transfer Station			$ 140,850	$ 140,850	100.00%
433	Total Expenses - Transfer Station	$ 123,684.00	$ 142,000.00	$ 140,850	$ 140,850	99.19%
491	Total Salaries - Cemetery	$ 8,561	$ 8,733	$ 8,821	$ 88	1.01%
491	Total Other - Cemetery	$ 1,000	$ 1,000	$ 1,000	$ -	0.00%
491	Total Expenses - Cemetery	$ 9,561	$ 9,733	$ 9,821	$ 88	0.90%
	Total Salaries - Public Works & Facilities	$ 520,306	$ 550,001	$ 567,929	$ 17,928	3.26%
	Total Other - Public Works & Facilities	$ 492,932	$ 464,960	$ 469,855	$ 4,895	1.05%
	Total Expenses - Public Works - Facilities	$ 1,013,238	$ 1,014,961	$ 1,037,784	$ 22,823	2.25%

422 - Total Other - Public Works - Re-allocation to Technology (#156) & Transfer Station (#433)
425 - Total Other - Hager Well Maintenenance - Reduced based upon actual history
431 - Total Other - Hazardous Waste Collection - Held every other year; no collection in FY14
433 - Total Other - Transfer Station - Re-allocation from Public Works (#422) to review cost effectiveness of operations

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
510	Total Salaries - Landfill Monitoring	$ -	$ -	$ -	$ -	0.00%
510	Total Other - Landfill Monitoring	$ 1,685	$ 5,000	$ 3,600	$ (1,400)	-28.00%
510	Total Expenses - Landfill Monitoring	$ 1,685	$ 5,000	$ 3,600	$ (1,400)	-28.00%
511	Total Salaries - Board of Health	$ 500	$ 501	$ 500	$ (1)	-0.20%
511	Total Other - Board of Health	$ 16,253	$ 16,990	$ 16,990	$ -	0.00%
511	Total Expenses - Board of Health	$ 16,753	$ 17,491	$ 17,490	$ (1)	-0.01%
519	Total Salaries - Environmental Services	$ -	$ -	$ -	$ -	0.00%
519	Total Other - Environmental Services	$ 10,881	$ 10,492	$ 10,900	$ 408	3.89%
519	Total Expenses - Environmental Services	$ 10,881	$ 10,492	$ 10,900	$ 408	3.89%
522	Total Salaries - Nursing Services	$ -	$ -	$ -	$ -	0.00%
522	Total Other - Nursing Services	$ 4,871	$ 4,696	$ 4,900	$ 204	4.34%
522	Total Expenses - Nursing Services	$ 4,871	$ 4,696	$ 4,900	$ 204	4.34%
523	Total Salaries - Mental Health Srvices	$ -	$ -	$ -	$ -	0.00%
523	Total Other - Mental Health Services	$ -	$ -	$ -	$ -	0.00%
523	Total Expenses - Mental Health Services	$ -	$ -	$ -	$ -	0.00%
541	Total Salaries - Council on Aging	$ 43,119	$ 43,981	$ 46,051	$ 2,070	4.71%
541	Total Other - Council on Aging	$ 4,549	$ 15,890	$ 4,700	$ (11,190)	-70.42%
541	Total Expenses - Council on Aging	$ 47,668	$ 59,871	$ 50,751	$ (9,120)	-15.23%
543	Total Salaries - Veterans	$ 585	$ 670	$ 1,027	$ 357	53.28%
543	Total Other - Veterans	$ 355	$ 355	$ 355	$ -	0.00%
543	Total Expenses - Veterans	$ 940	$ 1,025	$ 1,382	$ 357	34.83%
599	Total Salaries - Inspect of Animals	$ 968	$ 988	$ 988	$ -	0.00%
599	Total Other - Inspect of Animals	$ 37	$ 100	$ 100	$ -	0.00%
599	Total Expenses - Inspect of Animals	$ 1,005	$ 1,088	$ 1,088	$ -	0.00%
600	Total Salaries - Animal Control Officer	$ 2,629	$ 2,682	$ 2,705	$ 23	0.86%
600	Total Other - Animal Control Officer	$ 493	$ 400	$ 400	$ -	0.00%
600	Total Expenses - Animal Control Officer	$ 3,122	$ 3,082	$ 3,105	$ 23	0.75%
	Total Salaries - Health Services	$ 47,801	$ 48,822	$ 51,271	$ 2,449	5.02%
	Total Other - Health Services	$ 39,124	$ 53,923	$ 41,945	$ (11,978)	-22.21%
	Total Expenses - Health Services	$ 86,925	$ 102,745	$ 93,216	$ (9,529)	-9.27%

510 - Total Other - Landfill Monitoring - Reduced based upon actual history
541- Total Other - Council on Aging - Renewal of Community Center Lease in article for FY15; will return to dept. budget in FY16
541- Total Salaries - Veterans - Aligned with Compensation Plan

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
610	Total Salaries - Library	$ 199,787	$ 206,521	$ 214,309	$ 7,788	3.77%
610	Total Other - Library	$ 115,650	$ 116,435	$ 119,012	$ 2,577	2.21%
610	Total Expenses - Library	$ 315,437	$ 322,956	$ 333,321	$ 10,365	3.21%
630	Total Salaries - Recreation Comm	$ 22,152	$ 25,954	$ 26,471	$ 517	1.99%
630	Total Other - Recreation Comm	$ 9,599	$ 9,600	$ 9,400	$ (200)	-2.08%
630	Total Expenses - Recreation Comm	$ 31,751	$ 35,554	$ 35,871	$ 317	0.89%
691	Total Salaries - Historical Comm	$ -	$ -	$ -	$ -	0.00%
691	Total Other - Historical Comm	$ 2,325	$ 3,169	$ 3,174	$ 5	0.16%
691	Total Expenses - Historical Comm	$ 2,325	$ 3,169	$ 3,174	$ 5	0.16%
692	Total Salaries - Public Celebration & Cerem	$ -	$ -	$ -	$ -	0.00%
692	Total Other - Public Celebration & Cerem	$ 815	$ 965	$ 965	$ -	0.00%
692	Total Expenses - Public Celebration & cerem	$ 815	$ 965	$ 965	$ -	0.00%
693	Total Salaries - Steele Farm	$ -	$ -	$ -	$ -	0.00%
693	Total Other - Steele Farm	$ 500	$ 500	$ 1,000	$ 500	100.00%
693	Total Expenses - Steele Farm	$ 500	$ 500	$ 1,000	$ 500	100.00%
699	Total Salaries - A/B Cultural Council	$ -	$ -	$ -	$ -	0.00%
699	Total Other - A/B Cultural Council	$ 1,144	$ 1,500	$ 1,500	$ -	0.00%
699	Total Expenses - A/B Cultural Council	$ 1,144	$ 1,500	$ 1,500	$ -	0.00%
	Total Salaries - Culture & Recreation	$ 221,939	$ 232,475	$ 240,780	$ 8,305	3.57%
	Total Other- Culture & Recreation	$ 130,033	$ 132,169	$ 135,051	$ 2,882	2.18%
	Total Expenses - Culture & Recreation	$ 351,972	$ 364,644	$ 375,831	$ 11,187	3.07%

693 - Total Other - Steele Farm - Additional minor maintenance & supplies

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
710	Total Salaries - Maturing Debt Principal	$ -	$ -	$ -	$ -	0.00%
710	Total Other - Maturing Debt Principal	$ 750,000	$ 745,000	$ 740,000	$ (5,000)	-0.67%
710	Total Expenses - Maturing Debt Principal	$ 750,000	$ 745,000	$ 740,000	$ (5,000)	-0.67%
751	Total Salaries - Maturing Debt Interest	$ -	$ -	$ -	$ -	0.00%
751	Total Other - Maturing Debt Interest	$ 483,546	$ 440,673	$ 162,897	$ (277,776)	-63.03%
751	Total Expenses - Maturing Debt Interest	$ 483,546	$ 440,673	$ 162,897	$ (277,776)	-63.03%
	Total Salaries - Debt Service	$ -	$ -	$ -	$ -	0.00%
	Total Other - Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
	Total Expenses - Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
830	Total Salaries - County Ret. Assessment	$ -	$ -	$ -	$ -	0.00%
830	Total Other - County Ret Assessment	$ 504,212	$ 592,504	$ 612,822	$ 20,318	3.43%
830	Total Expenses - County Ret Assessment	$ 504,212	$ 592,504	$ 612,822	$ 20,318	3.43%
912	Total Salaries - Other Benefit Insurance	$ -	$ -	$ -	$ -	0.00%
912	Total Other - Other Benefit Insurance	$ 66,684	$ 68,302	$ 60,279	$ (8,023)	-11.75%
912	Total Expenses - Other Benefit Insurance	$ 66,684	$ 68,302	$ 60,279	$ (8,023)	-11.75%
915	Total Salaries - Employee Benefits	$ -	$ -	$ -	$ -	0.00%
915	Total Other - Employee Benefits	$ 1,367,429	$ 1,322,710	$ 583,303	$ (739,407)	-55.90%
915	Total Expenses - Employee Benefits	$ 1,367,429	$ 1,322,710	$ 583,303	$ (739,407)	-55.90%
945	Total Salaries -Liability Insurance	$ -	$ -	$ -	$ -	0.00%
945	Total Other - Liability Insurance	$ 79,534	$ 90,000	$ 78,640	$ (11,360)	-12.62%
945	Total Expenses - Liability Insurance	$ 79,534	$ 90,000	$ 78,640	$ (11,360)	-12.62%
	Total Salaries - Employee Benefits	$ -	$ -	$ -	$ -	0.00%
	Total Other- Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
	Total Expenses- Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
132	Reserve Fund - Original Budget	$ -	$ 185,000	$ 185,000	$ -	0.00%
132	Reserve Fund - Transferred Out	$ (119,660)	$ -	$ -	$ -	0.00%
132	Reserve Fund - Net Balance	$ (119,660)	$ 185,000	$ 185,000	$ -	0.00%

751 - Total Other - Maturing Debt Interest - School Debt included in total ABRSD Assessment
912 - Total Other - Other Benefit Insurance - Decrease due to expanded school regionalization
915 - Total Other - Employee Benefits - Decrease due to expanded school regionalization
945 - Total Other - Liability Insurance - Decrease due to expanded school regionalization

ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
SALARIES					
Town Government	$ 607,619	$ 641,362	$ 656,464	$ 15,102	2.35%
Protection	$ 1,929,972	$ 2,017,401	$ 2,103,436	$ 86,035	4.26%
Public Works & Facilities	$ 520,306	$ 550,001	$ 567,929	$ 17,928	3.26%
Health Services	$ 47,801	$ 48,822	$ 51,271	$ 2,449	5.02%
Cultural & Recreation	$ 221,939	$ 232,475	$ 240,780	$ 8,305	3.57%
Total Town	$ 3,327,637	$ 3,490,061	$ 3,619,880	$ 129,819	3.72%
Education	$ 4,307,674	$ 4,485,616	$ -	$ (4,485,616)	-100.00%
Employee Benefits	$ -	$ -	$ -	$ -	0.00%
Debt Service	$ -	$ -	$ -	$ -	0.00%
Reserve Fund	$ -	$ -	$ -	$ -	0.00%
Total Salaries	$ 7,635,311	$ 7,975,677	$ 3,619,880	$ (4,355,797)	-54.61%
OTHER EXPENSES					
Town Government	$ 249,755	$ 212,211	$ 219,007	$ 6,796	3.20%
Protection	$ 292,846	$ 287,529	$ 280,733	$ (6,796)	-2.36%
Public Works & Facilities	$ 492,932	$ 464,960	$ 469,855	$ 4,895	1.05%
Health Services	$ 39,124	$ 53,923	$ 41,945	$ (11,978)	-22.21%
Cultural & Recreation	$ 130,033	$ 132,169	$ 135,051	$ 2,882	2.18%
Total Town	$ 1,204,690	$ 1,150,792	$ 1,146,591	$ (4,202)	-0.37%
Education	$ 7,139,955	$ 7,058,898	$ 10,741,831	$ 3,682,933	52.17%
Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
Reserve Fund	$ (119,660)	$ 185,000	$ 185,000	$ -	0.00%
Total Other Expenses	$ 11,476,390	$ 11,653,879	$ 14,311,362	$ 2,657,483	22.80%
TOTAL EXPENSES					
Town Government	$ 857,374	$ 853,573	$ 875,470	$ 21,897	2.57%
Protection	$ 2,222,818	$ 2,304,930	$ 2,384,169	$ 79,239	3.44%
Public Works & Facilities	$ 1,013,238	$ 1,014,961	$ 1,037,784	$ 22,823	2.25%
Health Services	$ 86,925	$ 102,745	$ 93,216	$ (9,529)	-9.27%
Cultural & Recreation	$ 351,972	$ 364,644	$ 375,831	$ 11,187	3.07%
Total Town	$ 4,532,327	$ 4,640,853	$ 4,766,470	$ 125,617	2.71%
Education	$ 11,447,629	$ 11,544,514	$ 10,741,831	$ (802,683)	-6.95%
Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
Reserve Fund	$ (119,660)	$ 185,000	$ 185,000	$ -	0.00%
TOTAL EXPENSES	$ 19,111,701	$ 19,629,556	$ 17,931,242	$ (1,698,314)	-8.65%
Budget Prior to Reserve Fund Calculation	$ 19,231,361	$ 19,444,556	$ 17,746,242	$ (1,698,314)	-8.73%

ARTICLE 10 AUTHORIZATION TO DISPOSE OF REAL PROPERTY - 70 -72 STOW ROAD
(Two-thirds majority vote required)

Les Fox moved to transfer the care, custody, management and control of those parcels of land and the improvements thereon located at 70 and 72 Stow Road, consisting of approximately 13.5 acres, and depicted on Town Tax Maps as Map 6, Block 4, Lot 166 1.0 and Map 10, Block 4, Lot 207 1.0, which property was conveyed to the Town and is more particularly described in the deed recorded with the Middlesex Registry of Deeds, Southern District, in Book 56124, Page 151, from the Boxborough Housing Board for such purposes as such land is presently held, to the Board of Selectmen for the purpose of conveyance, and further to authorize the Board of Selectmen to convey all or a portion of such land or interests in such land for affordable housing purposes upon such terms and for such consideration as the Selectmen deem appropriate, which shall include the execution of a satisfactory development agreement and the reservation of rights in the property, including an affordable housing restriction, and to enter into all agreements and take all other actions necessary or appropriate to carry out this transaction.

The Board of Selectmen recommends unanimously (5-0).
The purpose of this article is to authorize the Board of Selectmen to dispose of the Stow Road property as described below, when all is ready. We expect that the process outlined below will be underway before the next annual town meeting, hence the need for prior approval at this time so that development can proceed without hindrance.

Background:
In December 2010, the Boxborough Housing Board (BHB) purchased approximately 13.5 acres of land at 70 - 72 Stow Road. The BHB acquired the property with funds from Boxborough's Affordable Housing Trust (BAHT). The property will provide affordable housing in Boxborough, in accordance with requirements developed by the town.

The Board of Selectmen formed the ad hoc Stow Road Concept Development Committee (SRCDC) early in 2012 to gather community input on affordable housing preferences and recommend the best development option for the property.

The SRCDC completed its fact-finding and public outreach work in the fall of 2013. The committee recommended a community of diverse housing styles that will provide accessible housing to seniors and affordable housing to first-time homebuyers. The community will not be age-restricted, and will feature designs in which seniors or handicapped persons can easily live, such as single-story ranch homes. The designs will stress methods of construction to reduce cost of ownership, such as low-maintenance materials and energy efficiency.

The Selectmen support the committee's recommendations and applaud their efforts to bring forward a concept for town-sponsored affordable housing aligned to Boxborough's needs and preferences.

With the assistance of Mass Housing Partnership, the SRCDC has prepared a Request for Proposals (RFP) for prospective developers. The developer selected via the RFP process will purchase the property and carry out the actual development, in accordance with the terms of a contract with the town. The BAHT expects to recoup a substantial portion of its original land acquisition cost. The RFP specifies home ownership housing so that in the end, Boxborough will not own any of the units.

Although the property was acquired with BAHT funds without need of Town Meeting authorization, the land is now an asset of the town, held by and through the Boxborough Housing Board. By law, town meeting must approve of the disposition of the property by conveyance to the developer. This will be done in accordance with a development contract and associated deed riders on the affordable units. The contracts and conveyance documents will approved by the Board of Selectmen pursuant to recommendations by counsel. The Selectmen will convey the property only if they are satisfied that all is in order.

The Housing Board recommends unanimously and will provide additional information at town meeting.
Mr. Fox, on behalf of the Board of Selectmen and the Housing Board, made a presentation explaining the Stow Road project in more detail and the reasons for transferring the custody of the property from the Housing Board to the Board of Selectmen. He said that the town would be looking for "friendly 40B" proposals.

The Finance Committee recommends unanimously (5-0).
Channing Wagg, member of the Affordable Housing Trust, spoke in favor of the motion. He was pleased that there was going to be an effort to have distinctive architecture and that affordable housing needs were being addressed.

Ginnie Haskins, Summer Road, said that she lives in affordable housing. She suggests that the town not go for the cheapest bid. She loves where she lives but points out that many things were not up to code or inspected by the building inspector.

William Stephenson, 116 Russet Lane, thought the language in the warrant was vague. He encouraged BoS and HB to seek buy-in from the community in the future as well as the project gets underway. Would like to see information outreach. Mr. Fox said they intended to seek input.

Francie Nolde, Sargent Rd., asked what kind of land it was? Uplands. How many homes? Mr. Fox said they are going to ask the developers for ideas. Some single but also perhaps multi-family units. 25-30 units are estimated. What about price range? Deed restricted units must meet the state criteria for affordability. Affordable units will be much less than $250K. What about water? Mr. Fox said that will have to be taken care of.

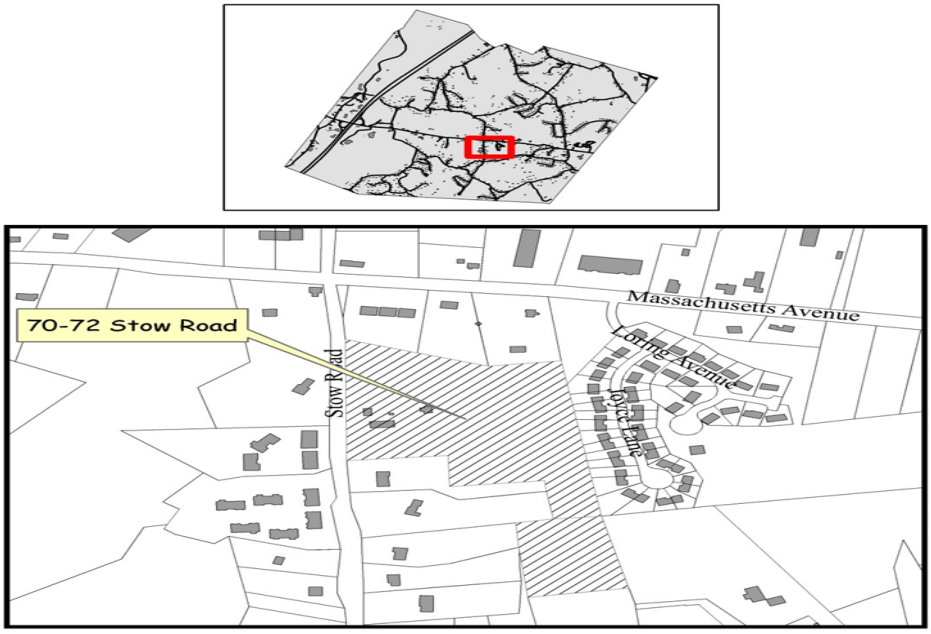
Walter Van Roggen, Patch Hill Rd., asked what it means to have the BOS be in control of the property? Mr. Fox said that a simple majority vote would be sufficient to make a decision.

Michael Toups, Flagg Hill Rd., wanted to know how the RFP process works. Mr. Fox said there will be a detailed evaluation matrix which will guide developers in working up a proposal and said there would be opportunity for back and for the negotiating. Mr. Toups said that it would be important to develop the matrix carefully.

Becky Neville moved the question.

Motion to vote now: motion carried by 2/3 majority as declared by the moderator.

Action on Article 10: motion carried by 2/3 as declared by the moderator.



Mr. Amoroso moved to approve the fiscal consent agenda, articles 11 through 21, except for Article 18 (Departmental Revolving Funds Re-Authorization), as printed in the Annual Town Meeting warrant under articles 11 through 17 inclusive, and articles 19 through 21 inclusive, to be appropriated as printed in the "May 2014 Motions" handout.

Action on Consent Agenda motion: The motion carried unanimously

ARTICLE 11 TRANSFER TO STABILIZATION FUND**
(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars ($100,000), more or less, for the Stabilization Fund, or take any other action relative thereto.

The Finance Committee recommends unanimously (5-0).
The Town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town. Capital needs can be paid for by one or more of the following – free cash, stabilization fund or borrowing. The current balance of the stabilization fund is $1.1M. Capital funding requests for next year and cumulatively for the next three years are currently projected at $1.5 million and $1.9 million, respectively. The FinCom believes it is prudent to continue to reserve funds to support these upcoming requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's AAA bond rating from S&P. Expenditures from the Stabilization Fund require a higher level of scrutiny (2/3 vote of ATM) to utilize these funds which is appropriate for large expenditures.

The Board of Selectmen recommends unanimously (5-0).
This article continues our recent practice of making regular contributions to the Town's Stabilization Fund. A healthy balance in the Stabilization Fund (currently ~ 5% of yearly expenditures) is one of the attributes considered by bonding agencies in setting our bond rating and determining the cost to the Town of borrowing money.

Action on Article 11: The article was approved as part of the Consent Agenda.

ARTICLE 12 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars ($100,000), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

Summary
On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand was initially authorized by Town Meeting in 2012 to begin funding that liability. Last year, we continued that funding by transferring One Hundred Thousand Dollars to the OPEB Trust Fund. This transfer would enable the town to continue to fund the liability.

The Board of Selectmen recommends unanimously (5-0).
As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small contribution to fund our liabilities for retirees' healthcare benefits. The town's FY 2015 unfunded liability, as reported in the June 30, 2011 actuarial study, amounts to $11,618,986 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (5-0).
The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010 and the current balance is $177,027. The Town provides retired employees with healthcare and life insurance benefits and costs are accounted for on a "pay as you go" basis. While the Town is not legally required to prefund these future liabilities, the FinCom believes it is prudent to set aside reserves to begin to address the issue. Bonding authorities look favorably on setting aside reserves to fund the OPEB liability. Our initial actuarial study was completed in fiscal 2009 and updated in fiscal 2012 and provided the Town with a detailed analysis of the unfunded liability for both active and retired employees. The amount of the liability was $11,618,986. The amount we propose to set aside is slightly under 1% of that amount, or $100,000.

If this item had to be appropriated, it would add $0.11 per $1,000 of valuation, or $54.04 for the median house.

Action on Article 12: The article was approved as part of the Consent Agenda.

ARTICLE 13 GASB 45 ACTUARIAL CONSULTANT**
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Nine Thousand Five Hundred Dollars ($9,500), more or less, for the purpose of hiring a consultant to provide an actuarial study for continued compliance with GASB 45, or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).
The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. Under the GASB 45 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost. The town is required to update the study every three years. An actuarial study was last completed in 2012.

The Finance Committee recommends unanimously (5-0).
The actuarial study is required every three years by GASB (the Government Accounting Standards Board). GASB requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. In order to calculate our OPEB liability, the Town will need to hire a consultant to provide an actuarial study.

If this item had to be appropriated, there would be a financial impact to the town of $0.01 per thousand or $5.13 for the median house.

Action on Article 13: The article was approved as part of the Consent Agenda.

ARTICLE 14 TRANSFER AND APPROPRIATION OF BLANCHARD MEMORIAL SCHOOL REVOLVING FUND BALANCES**
(Majority vote required)

To see if the Town will vote to authorize the Town Treasurer in consultation with the Town Administrator to appropriate and transfer the balances in all revolving funds and the lunch fund currently maintained by the Blanchard Memorial School existing on or after July 1, 2014, to the Acton Boxborough Regional School District to be held (together with any interest thereon) by the District as a separate account and expended by the District at the Blanchard Memorial School for the same purposes as the prior revolving fund or lunch fund, as applicable, all in accordance with the Inter-Municipal Agreement between the Town and the District, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Summary
These funds include: Student Activities, School Choice, School Lunch, Extended Day Program, Full Day Kindergarten Program, Blanchard Early Childhood Program and School Meals Tax.

The Boxborough School Committee will provide a recommendation at Town Meeting.

The Board of Selectmen recommends unanimously (5-0).
The Board of Selectmen recommends the transfer of any unexpended balances in Blanchard's revolving and lunch funds to the Acton-Boxborough Regional School District. These funds will continue to be used for the benefit of the Blanchard Memorial School students on or after July 1, 2014.

The Finance Committee recommends unanimously (5-0).

Action on Article 14: The article was approved as part of the Consent Agenda.

ARTICLE 15 TRANSFER OF BLANCHARD MEMORIAL SCHOOL GIFTS AND GRANTS TO THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**
(Majority vote required)

To see if the Town will, subject to all applicable terms and conditions of each grant and gift, and to any necessary judicial or other governmental approvals, vote to appropriate and authorize the Town Treasurer, in consultation with the Town Administrator, to transfer on or after July 1, 2014, to the Acton-Boxborough Regional School District ("District") the balance (if any) at the end of fiscal year 2014 of each gift and grant fund listed on the corresponding Exhibit to the Inter-Municipal Agreement between the Town and the District, each such amount to be held (together with any interest thereon) by the District pursuant to M.G.L. c. 44, § 53A, as a separate account and expended by the District for the same purpose as the purpose of the prior gift or grant to the Town, or take any other action relative thereto.

Summary
The gifts include the Blanchard Educational Gift Fund and the Patricia A. Hall Scholarship.

The grants include SPED 94-192 (FY 14); Title IIA Teacher Quality (FY 14); Title 1 Program (FY 14); SPED Early Childhood (FY 14); RTTT Grant (FY 14); SPED Program Improvement (FY 14); SPED ECP Program Improvement (FY14); LELD Grant; Mass Cultural Council Grant (Stars Program) and Education Circuit Breaker. Additionally there may be a sum of money in the Blanchard School's Insurance Proceeds account.

The Board of Selectmen recommends unanimously (5-0).
As with Article 14, this transfer is required as a result of the expansion of the Region and will provide for the transfer of gifts and grants to be used as the same purpose of the prior gift or grant to the Town.

The Finance Committee recommends unanimously (5-0).

Action on Article 15: The article was approved as part of the Consent Agenda.

ARTICLE 16 TRANSFER UNEXPENDED BALANCES IN PRIOR YEAR ARTICLES**
(Majority vote required)

To see if the Town will vote to appropriate and transfer the unexpended balances at June 30, 2014 in the following prior year articles for projects not yet completed by June 30, 2014 to the Acton Boxborough Regional School District to be expended by the District at the Blanchard Memorial School for the same purposes as authorized by Town Meeting, or take any other action relative thereto.

ATM 2011, Article 21, Blanchard Memorial School - Fire Safety Engineering Consultant

ATM 2012, Article 24, Capital Improvements – Repair and Replace Blanchard Memorial School's Exterior Mortar and Masonry

ATM 2012, Article 26, Capital Improvements - Replace Current Gym & Library Lighting at Blanchard Memorial School

The Board of Selectmen recommends unanimously (5-0).
This article provides for the transfer of balances for work still to be completed under the prior year Town Meeting authorizations noted above.

The Finance Committee recommends unanimously (5-0).

Action on Article 16: The article was approved as part of the Consent Agenda.

ARTICLE 17 RESCIND UNUSED BORROWING AUTHORITY**
(Majority vote required)

To see if the Town will vote to rescind the unused borrowing authority in the amount of One Hundred Seventy-Nine Dollars and Eighty-Nine cents ($179.89) granted under Article 17 of the May 2013 Annual Town Meeting (Replacement of Two HVAC Systems – Police Station), or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).
This article represents a housekeeping chore to clean up a small difference between the Town Meeting approved borrowing authority for a warrant article and the actual amount borrowed. The existence of unused borrowing authority on the Town's books represents a potential liability, which may in extreme cases adversely affect our bond rating.

The Finance Committee recommends unanimously (5-0).
Approval of this article will remove the Town's ability to borrow for this item since it is no longer necessary.

Action on Article 17: The article was approved as part of the Consent Agenda.

ARTICLE 18 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**
(Majority vote required)

Jim Gorman moved to reauthorize departmental revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, as printed in the Annual Town Meeting warrant under Article 18 with the following exceptions:

Remove Firearms Permits from the list of Departmental Revolving Funds, and

Increase the FY 15 Spending Limit for the Senior Van from Four Thousand Dollars ($4,000) to Thirty-Two Thousand Dollars ($32,000).

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 15 Spending Limit	Disposition for FY 15 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	$50,000	Carryover to FY 2016 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	$15,000	Carryover to FY 2016 to pay for inspections for permits not yet completed
~~Firearms Permits~~	~~Police Chief~~	~~Firearms Permits fees~~	~~To defray expenses for cost of administering firearms licensing program~~	~~$2,000~~	~~Carryover to FY 2016 to pay for expenses not yet completed~~
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	$7,500	Carryover to FY 2016 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	$4,000	Carryover to FY 2016 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 15 Spending Limit	Disposition for FY 15 Fund Balance
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	$10,000	Carryover to FY 2016 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	$20,000	Carryover to FY 2016 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	~~$4,000~~ $32,000	Carryover to FY 2016 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	$4,100	Carryover to FY 2016 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	$2,000	Carryover to FY 2016 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	$5,000	Carryover to FY 2016 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	$10,000	Carryover to FY 2016 to pay for expenses not yet completed

The Board of Selectmen recommends unanimously (5-0).
This is another housekeeping article, which renews the authority of the named departments to collect fees and disburse funds up to the indicated limit. These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

The Finance Committee recommends unanimously (5-0).

Action on Article 18: The motion carried unanimously.

ARTICLE 19 ESTABLISH REVOLVING FUND FOR GENERAL RECREATION PROGRAMS**
(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for purposes of receiving fees for general programs sponsored by the Recreation Commission and paying expenses directly attributable to those programs up to Five Thousand Dollars ($5,000), to be under the direction of the Town Administrator who shall approve all such expenditures; and further to provide that the balance remaining in the fund at the end of fiscal year 2015 be carried over into fiscal year 2016 to pay for expenses not yet completed, or take any other action relative thereto.

Summary
The revolving fund would serve as a repository for fees collected for new fitness-related programs (e.g., ski bus, exercise classes) as well as possible trips (e.g. Tanglewood, New England winery tour). The Recreation Commission is hoping to be able to offer new programs in the new fiscal year, i.e. after July 1, 2014. The cost of such programs is variable, and could include cost of instructors, transportation, equipment and venue rental. These would be paid through the revolving fund and a small appropriation that has been requested through the Recreation Commission budget.

The Recreation Commission recommends.

The Board of Selectmen recommends unanimously (5-0).
The Board of Selectmen recommends the establishment of a revolving fund for general recreational programs for the reasons mentioned in the summary above.

The Finance Committee recommends unanimously (5-0).
This article will create a revolving fund to be used to receive fees for programs and pay for services. The Town Accountant supports the establishment and use of the fund for the purposes stated.

Action on Article 19: The article was approved as part of the Consent Agenda.

ARTICLE 20 COST OF BOND ISSUANCE**
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars ($40,000), more or less, for the purpose of paying the cost of issuance for borrowing authorized by vote of Town Meeting in 2012 and 2013 as well as for borrowing authorized at Town Meeting in 2014, or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee approves unanimously (5-0)
The bond issue will be used to finance a combination of warrant articles approved in the 2012 and 2013 ATM as well as selected warrant articles in this financial year. Estimated cost has been provided by Eastern Bank. Expected rate and timing remain to be determined.

Action on Article 20: The article was approved as part of the Consent Agenda.

ARTICLE 21 EXPANDED VETERANS SERVICES**
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Thousand Dollars ($3,000), more or less, to provide additional hours for the Veterans Service Officer and/or contract labor hours for the services of a part-time Assistant Veterans Service Officer, or take any other action relative thereto.

Summary
These additional hours for the present Veterans Service Officer or a part time assistant are intended to provide public outreach and assistance to veterans for 3 – 5 hours per week for a trial period.

The Board of Selectmen recommends unanimously (5-0).
The historical budget allocation on Boxborough of approximately $1,000 per year provides reactive services to veterans who request assistance, and is the lowest in the area. The proposed appropriation of $3,000 will be used to fund additional hours for the present Veterans Service Officer and/or hours for a part time assistant to perform such outreach functions as: assisting veterans in applying for benefits, coordinating services with the VA medical system, processing unemployment claims, developing local warrior transition programs, and performing other similar outreach activities. The initial level of 3-5 hours per week will be evaluated as we go forward, to better determine the needs of Boxborough veterans and how the Town can best address those needs.

The Finance Committee recommends unanimously (5-0).

Action on Article 21: The article was approved as part of the Consent Agenda.

Mr. Amoroso moved to postpone consideration of 22 and 23. He said that the articles contain items that could be funded by CPA and want to wait until CPA vote is taken.

The motion to postpone consideration of Articles 22 and 23 carried by majority vote.

ARTICLE 24 CAPITAL IMPROVEMENT - ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM
(Two-thirds vote required)

Mr. Suleiman moved that the sum of Two Hundred Seventy-Five Thousand Dollars ($275,000) be and hereby is appropriated for the purpose of paying costs of replacing asphalt paving at the Town Hall, DPW, and Historical Museum, including associated regrading and drainage work, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary
The paving at these three facilities is in very poor condition, rendering travel and maintenance difficult. More importantly, the buckling of the Town Hall parking lot causes a safety risk to those walking from their vehicles to the building.

At each location, significant drainage improvements should be made to redirect sheet flow away from the buildings. This project would enable us to regrade these driveways and parking lots to better manage storm water, to keep it away from the buildings, while also providing a smooth and sound driveway/parking area.

Breakdown of cost by location is as follows:

Town Hall	*$115,000*
DPW Yard	*110,000*
Historical Museum	*50,000*

The Board of Selectmen recommends unanimously (5-0).
The above mentioned facilities are in poor condition and in need of paving and drainage improvements. Delaying any repair to these facilities might be more costly and will be unsafe for those using the parking lots.

The Finance Committee recommends unanimously (5-0).

Action on Article 24: The motion carried unanimously.

ARTICLE 25 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT
(Two-thirds vote required)

Mr. Gorman moved that the sum of Two Hundred Thirty-Two Thousand Dollars ($232,000) be and hereby is appropriated for the purpose of paying costs of acquiring self-contained breathing apparatus (air-paks) for the Fire Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).
We are required by US DoT regulation to replace all of the high pressure air cylinders in the Fire Department's self-contained breathing apparatus (SCBA or Air Paks) by mid 2015 due to service life limitations. Furthermore, the Board of Selectmen believes that it is essential for a number of reasons to replace at this time the Air Paks themselves, as well as the high pressure bottles. The current Scott Air Paks are at least 15 years old and do not meet current NFPA safety requirements. Our Air Paks have aged beyond the point at which it is even possible to upgrade the legacy systems to current safety standards. New SCBA systems are required to have trackers and heads-up displays, which free the firefighter from the distraction of checking life support status and reporting position while they are occupied by more pressing matters. Failing to provide NFPA compliant Air Paks places our firefighters at undue risk and exposes the Town to potential liability in the event of a serious casualty. The Fire Department is applying for federal grant funds to cover the cost of the SCBA replacement and, should the grant be awarded, the cost to the Town will be reduced to the specific grant co-pay requirement. In order to ensure timely replacement of the Air Paks, we must however appropriate the full cost at Annual Town Meeting.

The Finance Committee recommends unanimously (5-0).
The federal government mandates replacement of these air packs and oxygen bottles every 15 years. We are at the end of the use cycle for this critical life support equipment for our firefighters.

William Stephenson, Russet Lane, asked to have the bidding process explained. The Fire Chief Randy White provided the explanation.

Francie Nolde asked the number of AirPaks and if there was one for every fire fighter. Yes.

Gary Kushner asked if it was in capital plan. Yes

Action on Article 25: The motion carried unanimously.

ARTICLE 26 CAPITAL EQUIPMENT ACQUISITION – PUBLIC SAFETY RADIO SYSTEM UPGRADE

(Two-thirds vote required)

Mr. Fox moved that the sum of Four Hundred Fifteen Thousand One Hundred Ninety-Four Dollars ($415,194) be and hereby is appropriated for the purpose of acquiring an integrated communications network for the Police and Fire Department, and prepare the Public Works Department for a future upgrade, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).

The current police and fire department radio systems are aged and problematic. Their older technology using leased telephone lines to connect to remote transmitters and repeaters has been problematic, unreliable and prone to failure. The police and fire radios operate on different bands without interoperability between departments. Coverage throughout the town is spotty with a number of dead zones. The situation is even worse with the older DPW truck radios.

In 2013 Town Meeting appropriated funds to conduct a study to specify a new integrated, interoperable town-wide public safety radio communications system to resolve current operational problems. The study has been completed and reviewed by the Police and Fire Chiefs and Board of Selectmen and judged to be thorough and complete. This article will fund implementation and deployment of the recommended systems for Police and Fire and the minimum required preparation work for the DPW system, which will be deferred until the next fiscal year.

The new system includes upgrade of the existing two towers with new UHF/VHF radio transmitter/repeaters. To improve coverage and eliminate dead zones, a third transmitter/repeater unit will be installed on the light pole at the museum on Middle Road. The three units will operate as a redundant simulcast communications infrastructure. The system upgrade also includes new equipment for dispatch consoles, control stations, point-to-point links and radio transmitters, receivers, antennas, voters, repeaters and other necessary equipment. The cost includes licensing, engineering and site work. Features of the new system include:

- Capability for the dispatcher to join dissimilar frequencies and bands together so that one department can speak directly to another, locally or regionally. This is important for multi-town or jurisdiction emergency responses.
- Whether it is in basement of house or within steel framed commercial site, emergency personnel will be able to communicate from a portable radio while away from their response vehicle. They will no longer be dependent on unreliable and problematic vehicle repeaters.
- Communications will no longer be interrupted by faulty or downed telephone lines.

Deployment of the new system will provide a much-needed improvement to the reliability and capability of radio communications for Boxborough's public safety operations.

The Finance Committee recommends unanimously (5-0).

Note we approved the hiring of a consultant last year to study the deficiencies in our public safety communications systems. After attending the consultant's presentation, we concur with the recommendations of the BoS and Police/Fire to improve our systems with expenditure of $415,194.

Walter van Roggen asked if the Public Works department should get these. Felt that the DPW not in need of this type of expensive equipment.

John Neyland, Picnic St., asked if consultant addressed the amortization period. Chief said 20 years.

Gary Kushner asked about the tax impact. Mr. Subramanyam responded.

A resident asked if any grants were explored. Yes, said Chief Ryder, to no avail.

Hugh Fortmiller, Sargent Rd., asked about the siting of the tower on Middle Rd. Siting will cause least shadowing—antennas will be added to telephone poles.

Action on Article 26: The motion carried unanimously.

Mr. Amoroso moved to adjourn. The motion to adjourn carried unanimously. The ATM was adjourned at 10:31pm.

Tuesday, May 13: Mr. Fallon called the second night of the Annual Town Meeting to order at 7:00pm. Citing potential appearance of conflict of interest, Mr. Fallon recused himself. Town Clerk, Liz Markiewicz was appointed temporary moderator.

ARTICLE 8 ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7
(Majority vote required)

Mr. Amoroso moved to accept Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the preservation or rehabilitation of historic resources including historic buildings, artifacts and documents; the creation and support of community housing; the acquisition of open space such as land for the protection public drinking water supplies, wetlands, farm land, forests, marshes, scenic areas, wildlife preserves and other conservation areas, and the creation or rehabilitation of outdoor recreational facilities including parks, playgrounds and athletic fields; to approve a property tax surcharge in the amount of one percent (1%) of the taxes assessed annually on real property which shall be dedicated to the fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2014; and to exempt from the surcharge the following: property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town, as defined in Section 2 of Chapter 44B of the General Laws.

The Board of Selectmen recommends (4-1).
The Community Preservation Act (CPA) is a financial tool that would bring Boxborough matching funds from the state to help us preserve our history and open space, build or restore outdoor recreational facilities, and create affordable housing.

Massachusetts pays matching funds to CPA communities every year. Last year the match rate was 52% and 148 communities shared $55 million. Every community that borders Boxborough has accepted CPA and gotten matching funds. Since 2001 Stow has received $3,363,271. Last year Harvard got $99,463. Some of this money came from Boxborough's tax dollars. We have never gotten any CPA money because we voted against it years ago. Now we have a second chance. Boxborough regularly spends money on projects that would qualify for CPA matching funds. This Warrant contains $164,347 worth of them, or about 1% of our real estate tax levy. The Board of Selectmen believes it would be smart financial planning to accept the Community Preservation Act and approve a 1% surcharge on real property. The state's matching funds would give us a return on that investment much higher than we could otherwise achieve, and help us fund projects we would otherwise pay for entirely on our own. This could allow us to achieve a lower tax rate in the future than we could without the surcharge.

The Finance Committee does <u>not</u> recommend (4-1).
Opinion in favor of CPA – A minority of the FinCom supports the establishment of the CPA pursuant to the affirmative recommendations made by the BoS and petitioning parties. The CPA can be an effective long range

planning tool to address the Town's spending needs, and provides an effective discount on projects funded in the allowable categories of open space, housing, recreation and historical preservation. Also, while the historical levels of the State match have ranged from 28% to 100%, the additional monies will help increase the purchasing power of our tax dollars.

Opinion not in favor - A majority of the FinCom did not support the CPA. Our primary reservations are as follows:

First, we view Proposition 2 ½ as the "bedrock" tool used to limit increases in property taxes. This framework has been in place since 1982. The CPA surcharge is a taxing mechanism that works outside of the Proposition 2 ½ framework, which will lead to higher property taxes paid by the residential and commercial taxpayers. Whether these additional taxes are spent in a fashion that most voters would approve is less than obvious.

Second, we like the current system of defining the item to be funded first and voting specific appropriations only after the item is debated at Town Meeting. The CPA collects the money first and offers the state matching funds as an effective discount or incentive on qualifying items, leading to a situation where we are deciding how to spend money already collected. Since the money is already "in the bank" so to speak, it will be easier to fund qualifying projects, even if they do not enjoy the widest support. We do not believe that it is in the Town's interest to lower the bar necessary to obtain approval for appropriations.

Third, we estimate that under the proposed 1% surcharge scenario, the CPA will generate approximately $815k over the next five years and $1.6 million over the next decade from Boxborough's taxpayers. As of the writing of this warrant, we have visibility for several "allowable uses" related to historic property and recreational uses over the next 12-18 months but these levels are far below $800,000 to $1.6 million figures. We believe that many taxpayers would prefer to keep this "revenue" in their own pockets. There are no doubt additional projects that will be proposed, some of great merit, but we are being asked to approve a program that requires a steady stream of qualifying projects totaling more than $160K per year for it to be of benefit to Boxborough's taxpayers. We frankly doubt that such a stream of projects both qualifying and mustering a vast majority of voter support exists.

Lastly, there are other uncertainties worth noting. There is a state match and since the CPA was established that match has ranged from 28% to 100%, with the recent match being around 50%. There is no certainty as to the amount of future match, or, as we discovered with the Quinn Bill, that the state wouldn't divert the match. Another important unknown is the potential for new and unforeseen spending priorities that may compete for our taxpayers' dollars. The FinCom would prefer to maintain flexibility for future planning purposes aligned to the Town Master Plan.

The Conservation Commission recommends (5-0).
Approving the Community Preservation Act (CPA) would provide Boxborough with matching funds from the State for the protection of open space, historic preservation, affordable housing, outdoor recreation and other CPA permitted projects that would otherwise be entirely paid for out of the Town's budget. Traditional revenue sources available to the Town are typically dedicated to the day-to-day operating needs of safety, health, schools, roads, maintenance, etc. Until the CPA was enacted, there was no steady source of state matching funds for the preservation of Boxborough's character and quality of life. There are numerous CPA qualified projects in our past and future that are of high value to the Town including previous land acquisitions by the Town for conservation purposes that would have qualified for CPA funds if they had been available to the Town. Regardless of the type of projects the Town may target for CPA funds, passing the CPA will reduce the actual cost to the Town.

The Boxborough Housing Board recommends.

Action on Article 8: The motion carried by majority vote. Yes: 107 No: 15

ARTICLE 9 BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE
(Majority Vote Required)

Mr. Amoroso moved to adopt a general bylaw to establish The Community Preservation Committee as printed in the Annual Town Meeting warrant under Article 9, except

Section 2.4, delete "(not including land for recreational use)" after "open space", and

Section 7.2, revise to read "Each appointing authority shall make their appointments within thirty (30) days of the effective date of this bylaw."

and further to amend the Finance Committee Bylaw by inserting the words "Community Preservation Committee" in lines 4 and 10 of Section 1 of the Finance Committee Bylaw immediately after the words "Affordable Housing Trust" so that Section 1 will now read:

There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no less than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust, Community Preservation Committee or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint three (3) members each year for a term of three (3) years, the terms of said members to expire on the last day of June. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust, Community Preservation Committee or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

CHAPTER 1: ESTABLISHMENT

1.1 There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to M.G.L. Chapter 44B, §5(a).

1.2 With the exception of subsection c., which is appointed by the Planning Board, the members of the Committee shall be appointed by the Board of Selectmen as follows:

a. One member of the Conservation Commission as designated by such Commission.

b. One member of the Historical Commission as designated by such Commission.

c. One member of the Planning Board as appointed by such Board.

d. One member of the Recreation Commission as designated by such Commission.

e. One member of the Housing Board as designated by such Board.

f. One member of the Agricultural Commission as designated by such Commission.

g. One member to be designated by the Finance Committee (FC).

h. Two members to be appointed by the Board of Selectmen (BoS).

i. Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier.

j. For the first year, appointments will be staggered as follows:

i. Three at 1 year: Agricultural Commission designee; 1 BoS appointee; FC designee;

ii. Three at 2 years: 1 BoS appointee; Planning Board appointee; Recreation Commission designee;

iii. Three at 3 years: Conservation Commission designee; Housing Board designee; Historical Commission designee.

1.3 Should any of the officers, commissions, or boards who have appointment authority under this Chapter be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in his/her place.

1.4 Any member of the Committee may be removed for cause by his/her respective appointing authority after hearing.

CHAPTER 2: DUTIES

2.1 The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation pursuant to M.G.L. Chapter 44B. The Committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission and the Boxborough Housing Board in conducting such studies. In its study of the needs, possibilities and resources of the Town regarding community preservation, the Committee shall review the Town's Capital Plan, maintained by the Finance Committee, and identify such overlap as may exist between Capital Plan prescriptions and community preservation proposals. As part of its study, the Committee shall hold one or more public informational hearing annually on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper, or equivalent publication, of general circulation in the Town.

2.2 The Community Preservation Committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space, for the acquisition, preservation, rehabilitation and restoration of historic resources, for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, for the acquisition, creation, preservation and support of community housing and for the rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. The Committee shall, to the degree practicable in its recommendations to Town Meeting, conform its proposed expenditures to the long term capital spending profile outlined in the Town's Capital Plan, so as to moderate fluctuations in the Town's direct and debt service spending.

2.3 The Community Preservation Committee may include in its recommendation to Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

2.4 In every fiscal year, the Community Preservation Committee must recommend either that the Town Meeting spend or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of (a) open space ~~(not including land for recreational use)~~, (b) historic resources, and, (c) community housing.

CHAPTER 3: REQUIREMENT FOR A QUORUM

3.1 The Community Preservation Committee shall comply with the provisions of the Open Meeting Law, M.G.L. c.39 §23B. The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote.

3.2 After receiving such recommendations from the Community Preservation Committee, Town Meeting shall then take such action and approve such appropriations from the Community Preservation Fund as set forth in section 7 of the Act, and such additional appropriations as it deems appropriate to carry out the recommendations of the Community Preservation Committee.

CHAPTER 4: COST ESTIMATES

4.1 Recommendations to Town Meeting shall include their anticipated costs and strategies for longer term financing within the provisions of the Community Preservation Act.

4.2 Town Meeting may appropriate money in any year from the Community Preservation Fund to the Affordable Housing Trust Fund.

CHAPTER 5: AMENDMENTS

5.1 This Bylaw may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not cause a conflict to occur with M.G.L. Chapter 44B.

CHAPTER 6: SEVERABILITY

6.1 In case any section, paragraph or part of this Bylaw be, for any reason, declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

CHAPTER 7: EFFECTIVE DATE

7.1 This Bylaw shall take effect upon the acceptance by the voters at the November 4, 2014 State Election and approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c. 40 §32B have been met.

7.2 ~~After notification of Attorney General's approval has been received,~~ Each appointing authority shall make their appointments within thirty (30) days of the effective date of this bylaw.

The Board of Selectmen Recommends (4-1).
As discussed in our recommendation to Article 8, the Board of Selectmen believes it would be smart financial planning to accept the Community Preservation Act so we can get matching state funds that would help us pay for projects we would otherwise pay for entirely on our own. We do that by accepting The Community Preservation Act (CPA), creating a local Community Preservation Fund (CPF) to hold money we collect from a surcharge on real property plus matching state funds, and establishing a Community Preservation Committee

(CPC). The CPC helps the Town decide how to spend funds in the CPF by making recommendations on specific projects that we then vote on at Town Meeting.

The motion under this article will include an amendment to the Finance Committee Bylaw to allow for a Finance Committee member to serve on the Community Preservation Committee. The Selectmen will have held a public hearing on the proposed amendment prior to Town Meeting.

The Finance Committee will defer its recommendation until Town Meeting.

The Conservation Commission recommends (5-0).
Article 9 proposes the Bylaw that is necessary to establish The Community Preservation Committee needed to administer the CPA if passed as described under Article 8.

Owen Neville, Hill Rd., moved to amend Article 9 as follows:
In 1.1, strike "nine (9)" and insert "seven (7)"
In 1.2g, strike the current text and insert "One member to be appointed by the Board of Selectmen (BOS)."
In 1.2h, strike the current text.
In 1.2, the current "i" becomes "h" and the current "j" becomes "i"
In the new 1.2i, line i, strike "Three" and insert "Two" and strike "FC designee;"
In the new 1.2i, line ii, strike "Three" and insert "Two" and strike "1 BoS appointee;"

Motion to amend Article 9 failed: Yes: 45 No: 66

Action on the main motion under Article 9: Motion carried by majority vote.

ARTICLE 7 WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

Mr. Amoroso moved that it be a sense of this Town Meeting that the Town of Boxborough withdraws from the Minuteman Regional Vocational School District.

Boxborough has been a member of the Minuteman High School Regional School District for many years. Unfortunately, the time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining a member of the Region. Our enrollment has recently declined from 16 students to 4 students, or some 1/2% of total enrollment. We have little influence on the Region, which is understandable: it is not reasonable to expect that the Region would operate in a manner that optimizes Boxborough's experience when a town like Arlington provides 38% of member towns' enrollment. It is time to trade our meaningless voice for a meaningful choice.

Withdrawing from the Region will better serve our students. Because we are a member town, our students must attend Minuteman unless it does not offer the program they would like to pursue. As a non-member, our students could apply to attend other fine schools that are as close or closer, such as Nashoba Valley Technical School in Westford, or Assabet Valley Regional Technical High School in Marlborough. Of course, they could also apply to attend Minuteman on the same basis as students from other non-member towns, who currently account for nearly half its enrollment. This would be a meaningful choice.

Moreover, withdrawing from the Region will also be better financially. For many years we have paid more to educate our students at Minuteman than non-member towns. We have raised this issue with the Region many times, and have been rebuffed many times with the explanation that it is necessary to charge non-members less in order to keep enrollment at suitable levels. This disparity would only be worse if we adopt the proposed amendments, which would impose on Boxborough the largest per capita increase of any member. (See the

related discussion in our Recommendation with respect to Article 6.) Withdrawing would end the discriminatory pricing Boxborough has experienced for years.

How likely is it that Boxborough will be allowed to withdraw? As discussed in our recommendation to Article 6, withdrawal is difficult. We will need the approval of all member towns and the Commissioner of Elementary and Secondary Education. Neither is likely to happen absent a compelling reason. However, the compelling reason exists to the extent that the other members and the Commissioner ever wish to amend the existing agreement. Boxborough will never have a greater voice in the Region than it does under the current agreement, which allows us to veto any changes. Boxborough will never be able to make a more compelling case for being allowed to withdraw than it can at this Town Meeting by voting against the proposed amendments and in favor of withdrawal.

The Finance Committee recommends unanimously (6-0).
The FinCom acknowledges that this may be largely a symbolic vote as it is unlikely that the other 15 member towns, as well the DESE (Dept. of Elementary and Secondary Education) would approve of Boxborough's withdrawal from Minuteman. We note that in the event that Boxborough is permitted to withdraw from Minuteman, our students would still have the ability to attend Minuteman on the same basis as the students from the 33 non-member communities and pay a tuition rate that would be approximately 80% of the current rate.

Ms. Mahoney presented the argument against the motion.

Maria Neyland spoke in favor of the motion highlighting the cost.

Trina Toups, Flagg Hill Rd., spoke against the motion. She said that membership provided students with better access to classes. The cost burden of member towns should be fixed at the state legislature.

Action on Article 7: The motion carried by majority vote.

Mr. Amoroso moved to pass over Article 6, Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District.

Action on Article 6: The motion to pass over carried by majority vote.

ARTICLE 6 AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
(Majority vote required)

The Board of Selectmen unanimously does <u>not</u> recommend (5-0).
Compared to the current MRSD Agreement, the Proposed Amended Regional Agreement would disadvantage Boxborough in many important respects.

1) **Voting:** It would change the current system, in which each of the sixteen member towns has an equal vote, and employ weighted voting for most School Committee actions, based on the four (4) year rolling average enrollment. **This would reduce our voting power from 1/16, or 6.25%, to 4.04%.**

2) **Borrowing:** It would change the current system, whereby a single community, voting at Town Meeting, has the power to block new borrowing. Instead, new borrowing could be authorized by a two-thirds (2/3) vote of all members, without regard for the weight of the vote. Dissenting members could avoid liability for the new debt **only** by a) disapproving of the debt by majority vote at a Town Meeting called for the purpose, **and** b) moving to withdraw from the region by a two-thirds (2/3) vote at a Town Meeting called for the purpose **within sixty (60) days** of the vote that approved the new debt. **This proposal would eliminate our ability to veto authorization for new borrowing, and make it extremely difficult to avoid liability for the new debt.**

3) **Withdrawal:** It would change the method for withdrawal. Now, a community may seek to withdraw at any time by a majority vote at its annual or special town meeting. Each of the other member towns must then vote on the request at a special town meeting called for the purpose, but in no case later than their next annual town meeting. In order to become effective, all member towns and the Commissioner of Elementary and Secondary Education must approve. The process can be completed within one year from the date the community votes to withdraw. The new method permits withdrawal only as of July 1 of a given fiscal year. The community seeking to withdraw must obtain a two-thirds (2/3) vote at Town Meeting no less than three (3) years before the desired July 1 withdrawal date. Withdrawal will only be allowed by approval of a majority of the remaining members and the Commissioner of Elementary and Secondary Education. We believe the Commissioner is unlikely to approve withdrawal absent a compelling reason to do so. *(See the related discussion in our Recommendation with respect to Article 7.)*

   The proposed change from unanimous approval to majority approval by the other member towns is a benefit that, in our judgment, is more than outweighed by the requirement that a withdrawal motion pass Town Meeting by a two-thirds (2/3) vote no less than 3 years before the desired July 1 withdrawal date.

4) **Assessment:**
   a) Operating Costs: It would change the method of calculating our assessment of annual operating costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. **At a time of declining enrollment, this would increase our assessment by counting students who are no longer enrolled.**

   b) Capital Costs: It would change the method of calculating our assessment of capital costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. In addition, it would consider certain factors used in calculating Chapter 70 state aid. **In other words, it would add a wealth based formula to increase our assessment.**

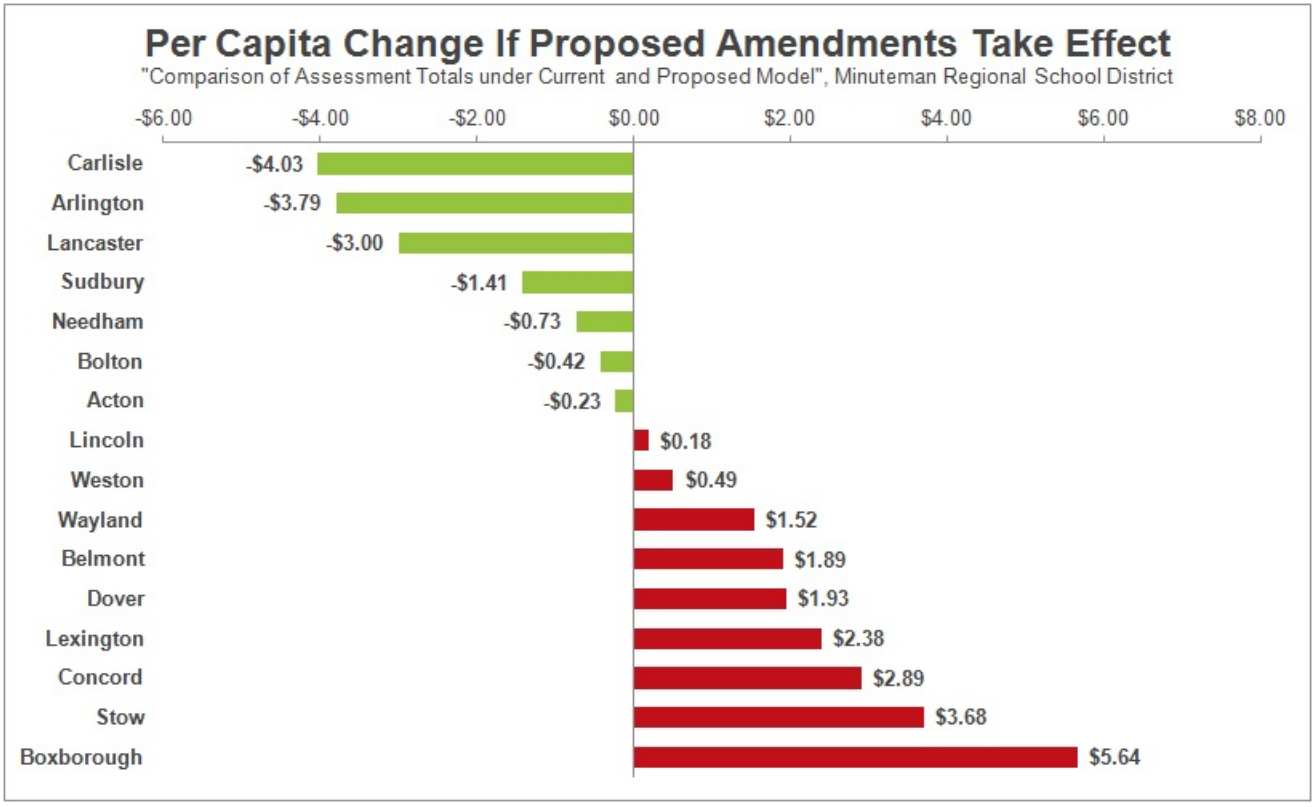
5) **Total Cost:** The proposed changes would decrease the assessments of seven towns and increase those of the remaining nine.

The result is that Boxborough would suffer by far the largest per capita increase of any member town:

Per Capita Change If Proposed Amendments Take Effect

TOWN	Change[1]	Enrollment[2]	Population[3]	Per Capita Increase
Carlisle	($19,545)	12	4,852	($4.03)
Arlington	($162,561)	153	42,844	($3.79)
Lancaster	($24,159)	26	8,055	($3.00)
Sudbury	($24,859)	19	17,659	($1.41)
Needham	($21,209)	34	28,886	($0.73)
Bolton	($2,071)	11	4,897	($0.42)
Acton	($4,988)	25	21,924	($0.23)
Lincoln	$1,168	5	6,362	$0.18
Weston	$5,545	4	11,261	$0.49
Wayland	$19,695	7.5	12,994	$1.52
Belmont	$44,003	30	23,291	$1.89
Dover	$10,782	1	5,589	$1.93
Lexington	$74,765	47	31,394	$2.38
Concord	$50,969	7	17,669	$2.89
Stow	$24,271	22	6,590	$3.68
Boxborough	**$28,194**	**4**	**4,996**	**$5.64**

[1] *"Comparison of Assessment Totals under Current and Proposed Model", Minuteman Regional School District*
[2] *Minuteman Regional School District, New Assessment Model, Capital Assessments*
[3] *2010 US Census*



The Finance Committee unanimously does <u>not</u> recommend (6-0).
Sixteen member towns formed the Minuteman Technical and Vocational Regional School District by Regional Agreement in 1970. Total student enrollment at Minutemen for the school year 2014 is 796, of which 440, or

55%, came from the 16 member towns and 356 from the 33 non-member towns. Boxborough's enrollment for the current 2013-14 school year is 5 students. The chart below shows the 11-year history of enrollments. Noteworthy is the trend of declining member enrollments, including Boxborough:

School Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boxborough	14	14	12	12	12	12	13	12	7	5	5
Member Towns	492	522	520	479	479	438	430	445	430	403	440
Non-Member Towns	303	270	254	245	245	260	250	309	355	340	356
Total	795	792	774	724	724	698	680	754	785	743	796

Since 2009 Minutemen has been engaged in a building renovation process with the Massachusetts School Building Authority (MSBA) to address the failing school infrastructure, which has not had any major capital improvements since it was constructed in the early 1970s. The current estimated project cost is $120 million, of which some portion would be contributed by the state. Under **both** the current Regional Agreement and the revised Regional Agreement under consideration in this article, Minuteman would remain unable to charge non-member towns like Boston, Watertown, and Medford for the costs of the capital project, even those students from nonmember towns represent 45% of current enrollment.

After reviewing the proposed changes in the current Regional Agreement, including major changes in moderating approval provisions and providing town-enrollment weighted voting for the School Committee, the FinCom believes the proposed Amendment is unfair and biased in favor of the larger communities such as Arlington, Lexington, and Belmont. The direct financial impact of the proposed changes would be felt immediately as the complex cost formulas will shift capital costs from the member towns with larger enrollments to towns like Boxborough with lower enrollments. Boxborough and the other member towns are currently subsidizing the losses associated with the nonmember towns, and the proposed agreement exacerbates the problem.

Note that these proposed changes to the Regional Amendment will require approval by all members and the Commissioner of the DESE (Department of Elementary and Secondary Education). If the proposed Amendments pass, the Town's FY2015 Minuteman assessment of $147,254 would increase by $28,194, or 19%. Furthermore, Boxborough's assessments would likely more than double as a result of the substantial capital project under consideration.

Action on Article 6: The article was passed over.

ARTICLE 22 CAPITAL EQUIPMENT AND INFRASTRUCTURE
(Majority vote required)

In acknowledgement of the passage of the motion to accept the Community Preservation Act and the decision to not move forward on items which might qualify for CPA funding, Mr. Suleiman moved to transfer from Free Cash the sum of Eighty-Two Thousand Five Hundred Dollars ($82,500) to provide for the purchase, replacement, or improvement of facilities and equipment as follows:

A.	Town Hall Attic Insulation	$12,500
B.	Town Hall Carpet Replacement	20,000
~~C.~~	~~Town Hall Grange Meeting Room Improvements~~	~~60,000~~
D.	Town-wide Computer Replacement & SW Upgrade	30,000
E.	Library – HVAC Control System Upgrade	20,000
~~F.~~	~~Steele Farm – Repairs to Barn~~	~~70,000~~
	Total	**$82,500**

SUMMARIES

A. Town Hall Attic Insulation

There is very little insulation in the attic and what there is has settled or fallen from its intended location. There is significant heat loss through the attic, which this project would eliminate. It is anticipated that there will be a financial incentive to be received from the gas utility for our investment in this energy conservation project.

B. Town Hall Carpet Replacement

The carpeting in Town Hall was installed in 1990 when the rear addition was built and the other office space reconfigured. Twenty-four years worth of wear and tear have resulted in soiled and tattered carpets, seams that have opened up, and areas of rippled carpet that pose serious tripping hazards. The carpets have reached the point where they no longer can be cleaned and even seem to be contributing to respiratory irritation for some staff. According to DOR, the useful life of carpeting is seven (7) years.

This article proposes to replace all the carpeting in Town Hall. Specifically, all the offices and corridors on the lower level, the Morse-Hilberg room, and the hallways on the second floor from the Morse-Hilberg room over to the Grange meeting room.

C. Town Hall Grange Meeting Room Improvements

The original Town Hall was constructed in 1901. Since that time, wear and tear has taken a toll on the appearance of the hall. A suspended ceiling with inefficient fluorescent lighting has replaced the original plastered ceiling. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The stage, with its columns standing proud, was once a venue for local performances, and perhaps political orations, has for many years been used for municipal storage space.

In addition to looking at better space utilization, it is abundantly clear that we must catch up on maintenance in the Grange hall. This would also be an excellent opportunity to restore the hall to its early twentieth century appearance.

The floor, ceiling, and walls are in need of attention. Town meeting has already appropriated monies for the replacement of the hardwood floor. This article would provide funding for a new, plastered ceiling with energy efficient period lighting, and fresh paint on the walls. The construction of a new room behind the drapes on the stage is also recommended. The façade, including the front of the stage, the columns, and the curtains would be preserved. A large video screen would be mounted to the new wall (behind the curtain) to facilitate multimedia presentations by various boards or committees.

D. Town-wide Computer Replacement

The majority of computers across the town's operations are still running Windows XP, which will no longer be supported by Microsoft as of April 2014. There will be no further security updates or technical support for the Windows XP operating system. The town needs to remain compliant with state and federal security updates. Additionally, computers would be more vulnerable to be exploited by malware and susceptible to malicious attack.

This article would fund the acquisition and installation of eleven desktops, four laptops, monitors and peripheral equipment as well as fifteen upgraded Microsoft Word Suite licenses.

E. Library – HVAC Control System Upgrade

The HVAC Control system at the library is at the manufacturer's end-of-life. Funding for this article would enable the necessary upgrade to the control system. Without this upgrade, replacement parts and support will no longer be available for the current system. The upgrade should also improve energy efficiency.

F. Steele Farm – Repairs to Barn

The Steele Farm Advisory Committee has developed a plan to renovate the barn. The primary focus of this project is to repair rotted structure, de-lead the exterior of the building, reestablish a weather tight building envelope, and paint the building. The basic structure of the building is sound, but peeling paint and rotted wood is allowing water to infiltrate the building causing significant damage. It would be advisable to proceed with this project as soon as feasible to lessen the damage.

This article would provide funding to replace the siding, windows, and doors of the Steele Farm barn with products of similar materials and appearance; repair rotted structural members and trim and prime and paint the entire exterior of building.

Action on Article 22: The motion to fund items A, B and D, carried by majority vote.

ARTICLE 23 STUDIES AND INITIATIVES
(Majority vote required)

In acknowledgement of the passage of the motion to accept the Community Preservation Act and the decision to not move forward on items which might qualify for CPA funding, Mr. Fox moved to transfer from Free Cash the sum of Thirty-One Thousand Five Hundred Dollars ($31,500) for the purpose of implementing the following programs:

~~A.~~	~~Town Clerk - Record Books Conservation~~	~~$29,347~~
~~B.~~	~~Planning Board - Update Master Plan~~	~~75,000~~
C.	Public Safety - Space Needs Analysis	25,000
~~D.~~	~~Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields~~	~~5,000~~
E.	Steele Farm Management Plan	6,500
	Total	**$31,500**

SUMMARY

A. **Record Books Conservation.** Necessary for compliance with statutory requirements for preservation of public records.

B. **Update Master Plan.** The 2002 Master Plan is approaching 3 years past-due for a decennial update. The Open Space and Recreation Plan component must be current to enable access to state conservation grants.

C. **Public Safety – Space Needs Analysis.** To be prudent, we must assume Boxborough population will increase, and plan accordingly for eventual increases in public safety personnel, equipment and facilities.

D. **Survey and Design of Basketball and Tennis Courts at Liberty Fields.** The Council on Aging has determined that it does not have need of the bocce courts, and relinquished the area to the RecComm. This study will evaluate the feasibility of utilizing the space for tennis and basketball courts.

E. **Steele Farm Management Plan.** The town has approved and recorded the Steele Farm Conservation/Preservation Restriction, which calls for a management plan.

The Board of Selectmen recommends unanimously (5-0).
This collection of funding requests is presented as one article with several distinct components. This is an experiment in efficiency intended to streamline a portion of town meeting business. If these requests were annual and recurring, they would be assigned to the familiar consent agenda. Although they are new requests, each one supports necessary due diligence work for prudent planning and management as described above. The Selectmen recommend funding for all listed components.

Action on the motion to fund items C and E under Article 23: The motion carried by majority vote.

Jim Faulkner, Chair of the Planning Board, moved to transfer from Free Cash the sum of Seventy-Five Thousand Dollars ($75,000) for the purpose of updating the Master Plan (item B).

B. Planning Board – Update Master Plan

Pursuant to state Law, the Town is required to have a Master Plan. The last Master Plan for Boxborough was completed in January 2002, and after 12 years, it is no longer relevant. The demographics, economic viability and needs of the community have changed. At the 2012 Annual Town Meeting funds were appropriated for the completion of a town-wide build-out analysis, which is an essential component for updating the Master Plan. The consultant is finalizing the build-out analysis and the preliminary results show that by 2030, 40% of residents will be over 65 years old, up from 13% in 2010. It is time to determine through the Master Plan how the Town will deal with and foster the necessary changes to meet the needs of the community now and throughout the next 10 years, as well as maintain the required tax base. The Planning Board believes it is critical to look at the future economic development potential in the community to reduce the tax burden on residents, many of them on fixed incomes.

What does having an updated Master Plan mean for Boxborough? It means the community has reached a consensus on the direction it wants to follow on matters like land use, open space, housing, and economic development and the goals for the future. It means that we have set the vision and the action steps that various boards and committees will need to take to reach those goals. It means that the Town is more competitive for various state grants to assist in developing zoning amendments to foster the right change or grants for infrastructure improvements. The Planning Board has worked hard with the regional planning agency, the Metropolitan Area Planning Council (MAPC), to focus the Master Plan Update scope of work to bring down the cost without compromising the vital public process and final product. To further assist the Town, MAPC has agreed to commit $7,000 in District Local Technical Assistance Grant funds.

The Planning Board unanimously recommends because a goal without a plan is just a dream.

The Board of Selectmen recommends unanimously (5-0).

Action on the motion to fund item B under Article 23: The motion carried by majority vote.

ARTICLE 27 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK

(Two-thirds vote required)

Mr. Gorman moved that the sum of One Hundred Fifty Thousand Dollars ($150,000) be and hereby is appropriated for the purpose of acquiring a brush truck for the Fire Department to replace the 1999 brush truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).

The current Fire Department brush truck is built upon a Ford F350 SL chassis for a 2,000 lb. payload, manufactured in November of 1998. The vehicle is therefore approximately 15 years old and has been subjected to harsh service over the years in responding to Town and highway brush fires as well as towing trailers, such as the decontamination trailer, to events such as the Boston Marathon. The vehicle body has serious corrosion issues, which have been repaired piecemeal over the years, and suffers excessive suspension and drivetrain wear as a result of exceeding the design gross vehicle weight in its present configuration. The current brush truck is becoming a maintenance burden to the department. A special purpose brush truck is required in Boxborough because of the relatively inaccessible nature (to standard engines) of a large proportion of the Town's area that may be subject to brush fires. In addition, the brush truck carries special purpose hoses and other equipment that would displace more general-purpose equipment on a conventional fire engine, thus rendering it less useful for its main mission. New brush truck vehicles are manufactured to a better standard now (e.g. all-welded aluminum construction) than the essentially home-built 1999 current brush truck, leading to expected service lives of ~ 20 years. The old brush truck will be traded or auctioned to return its residual cash value to the Town. The brush truck replacement has been programmed into the Town Capital Plan for this year.

The Finance Committee recommends unanimously (5-0).

This item was included in the FY 15 Capital Plan.

Action on Article 27: The motion carried unanimously.

ARTICLE 28 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

(Two-thirds vote required)

Mr. Amoroso moved that the sum of One Hundred Fifty Thousand Dollars ($150,000) be and hereby is appropriated for the purpose of acquiring a multi-body truck for the DPW to replace the 2001 dump truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

The Board of Selectmen recommends unanimously (5-0).

It is time to replace the thirteen year old DPW dump truck. Useful life for these vehicles is 8-10 years. It has 72,692 miles, needs a new transmission, and has a bent and rusting frame. The replacement is a new International 4300 series. This vehicle has a multi-body design that permits bodies to be switched in minutes. The purchase price includes a 4WD transmission, standard dump body, stainless steel sander body, steel box (for chipping and brush), and power angle plow. Effectively, this purchase gives us the utility of three trucks in one.

The Finance Committee recommends unanimously (5-0).
This item was included in the Capital Plan. The new multi-body truck will replace the current dump truck that has exceeded life expectancy. The new truck will reduce wear tear on existing vehicles.

Action on the motion: The motion carried unanimously.

ARTICLE 29 AUTHORIZATION TO ACQUIRE REAL PROPERTY - 530 MASSACHUSETTS AVENUE
(Two-thirds vote required)

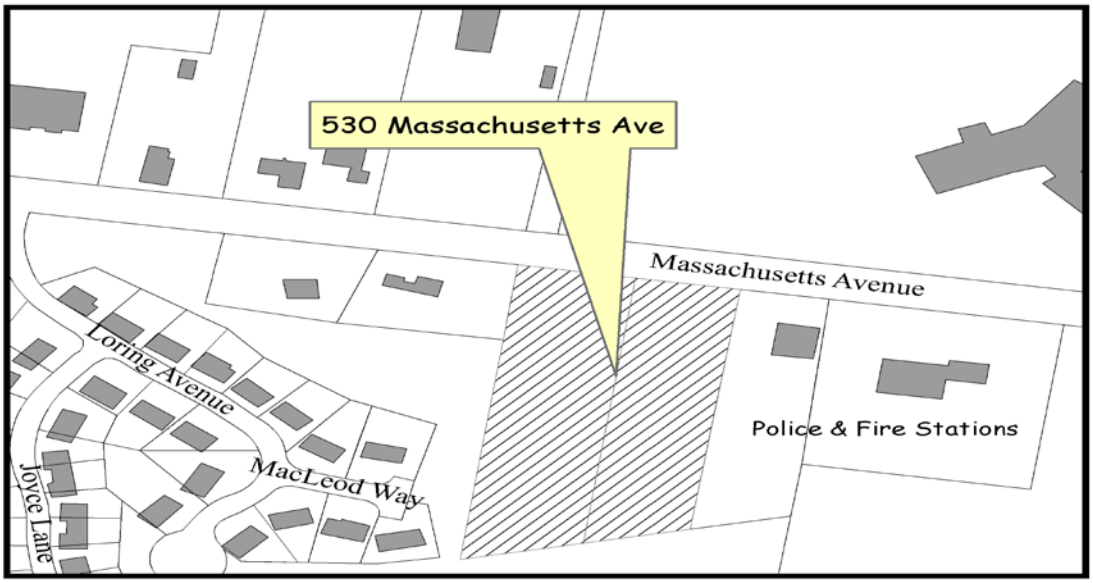
Les Fox moved to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, for general municipal purposes, all or a portion of the land and any improvements thereon located at 530 Massachusetts Avenue, consisting of approximately 3 acres, and depicted on Town Tax Maps as Map 10, Block 4, Lot 172 2.0 and Map 10, Block 4, Lot 172 3.0, which land is believed to be more particularly described in the deed recorded with the Middlesex Registry of Deeds, Southern District, in Book 17459, Page 354, upon such terms and for such consideration as the Selectmen deem appropriate and to enter into all agreements and take all other actions necessary or appropriate to carry out this transaction, and further that the sum of Two Hundred Fifty Thousand Dollars ($250,000) be and hereby is appropriated for the purpose of such acquisition and including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Summary
The police and fire departments occupy adjacent parcels of land that are bordered by wetlands to the east and south, Route 111 to the north, and parcel located at 530 Massachusetts Avenue to the west. This property consists of two parcels totaling approximately three acres fronting on Route 111 and contiguous to the police station. Although there is no immediate plan to expand the police or fire Departments, any future expansion of either department would be limited by the existing footprint. Acquiring this parcel would assure its availability to meet future expansion needs of the Town.

The Board of Selectmen recommends unanimously (5-0).
Given projected growth of the town and increased demands on public safety services, to be prudent we must provide for expanded facilities to house more personnel and equipment. Newer fire apparatus that will be purchased in the future may not fit in the existing fire station. Article 23 requests funds to quantify the future space needs for public safety operations. With the bordering wetlands there is no room to expand the current public safety footprint on the existing site. This property is adjacent to the police station and is the only land available for future expansion contiguous to the current site. We don't know when such expansion will be unavoidable, but without access to the subject land, we will not even have that option. Acquisition of this property is a prudent municipal land banking strategy to support a defined future need. The negotiated purchase price is below current assessed value.

The Finance Committee unanimously did not recommend. The cost for what amounted to only an acre of developable land was too high.

Action on Article 29: The motion failed: Yes: 33 No: 38



ARTICLE 30 ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS

(Majority vote required)

Mr. Fox moved to authorize a revolving fund, pursuant to the provisions of MGL c. 44, § 53E1/2, for the purpose of receiving fees for services performed by the Animal Control Officer – Dogs and Cats pursuant to an Inter-Municipal Agreement (IMA) between and among the town of Boxborough and neighboring towns and for paying a portion of the salary, benefits and expenses directly attributable to those services up to Sixty Thousand Dollars ($60,000), to be under the direction of the Chief of Police who shall approve all such expenditure; and further to provide that the balance remaining in the fund at the end of fiscal year 2015 be carried over into fiscal year 2016 to pay for expenses not yet completed.

The Board of Selectmen recommends unanimously (5-0).

The Animal Control Officer (Dogs and Cats) has become increasingly busy. In addition to providing services to Boxborough, the ACO has of necessity been providing private ACO service to other towns on a personal basis to supplement income. Demands from other towns will probably increase due to recent changes in statute requiring towns to have the services of a Dog Officer that has received certified training.

The reality is that Boxborough has a de-facto shared resource but does not have the benefits of management and control. The time is right to rationalize and formalize the current ad-hoc arrangements through creation of an Inter-Municipal Agreement (IMA) with each of the service towns for use of Boxborough's ACO. Through use of IMAs for animal control services, we can improve efficiency and help with time management through

centralized dispatching that would be provided by Boxborough Dispatch. The Police Chief is supportive and can offer centralized dispatch for multiple towns. Note: ACO budget is Dept 692 in Public Safety.

In 2006 town meeting approved authorization for the Selectmen to enter into IMA's for shared animal control services. The IMA's will lay out pricing and terms. Analysis of the current situation indicates we can expect to collect sufficient fees to pay for services and operations expenses. Negotiations with other towns are ongoing.

Approval of this article will authorize establishment of a revolving fund to receive fees for services under the IMA's, and disperse funds for expenses. The recommended cap level has been determined by analysis of expected revenues and cash flow.

The Finance Committee was not in favor of the motion.

Action on Article 30: The motion carried by majority vote.

A motion was made to extend Town Meeting past 10:30pm. The motion carried by majority vote.

ARTICLE 31 CONSERVATION TRUST FUND
(Majority vote required)

Dennis Reip, Chair of the Conservation Commission, moved to transfer the sum of Five Thousand Dollars ($5,000) from Free Cash, said sum to be transferred to the Town's Conservation Trust Fund.

Summary

1. *The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:*
   - *Purchase of Land*
   - *Capital Improvement of Land*
   - *Expenses related to land purchase such as appraisals, title searches etc.*
   - *Improvement of conservation land.*
   - *Monitoring of Conservation restrictions.*
   - *Cost of preparing open space plans and maps.*

2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately $19,000. Previous discussions with the Finance Committee concluded that an estimated working balance of $30,000 is considered to be adequate for meeting anticipated expenses.*

3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2014:*
   - *$13,000 for Preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.*

4. *The Conservation Trust Fund has the following upcoming anticipated expenses:*
   - *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of $10,000 for appraisals, title searches, and engineering and/or environmental review.*
   - *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*
   - *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

Background Information

1. *From 1990 to 1999 Town Meeting appropriated an average of $5,000/year to the Conservation Trust Fund.*
2. *There was one appropriation of $15,000 to "replenish" the fund in 2000.*
3. *The last 3 year's (2011, 2012 and 2013) ATM approved an appropriation of $5,000 each year.*
4. *Routine operations and maintenance are funded separately at approximately $1,000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

Arguments in Favor of a $5,000 appropriation to the Conservation Trust Fund:

1. *Providing this appropriation to the Conservation Trust Fund is consistent with the Town's current Capital Planning efforts and objectives.*
2. *The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.*

Arguments Against a $5,000 appropriation to the Conservation Trust Fund:

1. *The anticipated expenses are uncertain, and should be considered and paid as the needs arise.*

The Conservation Commission recommends (6-0).

The Board of Selectmen recommends unanimously (5-0).
The Board of Selectmen supports the Commission in its request. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

The Finance Committee recommends (3-2)
The majority approves the article. The Conservation Commission has established an effective model for funding required projects as they arise, utilizing a revolving fund that periodically requires replenishment. Appropriate expenditures have depleted the Conservation Trust Fund to a level that merits funding as requested. If approved, the article will be paid out of free cash.

The minority of the FinCom did not approve this article and feels that adding $5,000 every year to the Conservation Trust Fund does not really address the Conservation Commissions goals for using such funds. There are ample monies in Special Funds and Trust accounts over which the Commission has control to fund any studies that the Commission wants to conduct.

Action on Article 31: The motion carried by majority vote.

ARTICLE 32 PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR
(Majority vote required)

Susie Allen, member of the Well-Being Committee, moved to transfer the sum of Twenty–Five Thousand Dollars ($25,000) from Free Cash for the purpose of implementing a pilot program for community services coordination and outreach by hiring a part-time Community Services Coordinator or contracting said services.

The Well-Being Committee recommends unanimously.

The Board of Selectmen recommends unanimously (5-0).
Investigations by the Boxborough Well-Being Committee have confirmed the somewhat surprising fact that between 3% - 5% of Boxborough families seek assistance from local food pantries, reduced cost/free school lunch programs, SNAP (food stamps) and other government assistance programs, as a result of economic hardship. Addressing the needs of both identified and as yet unidentified residents with assistance issues is a complex process involving navigating through often opaque and overlapping federal and state assistance programs. This navigation of society's safety net normally requires internet access and a deep experience with the possibilities and prospects for these programs. In addition to the not-so-simple mechanics of applying for assistance, residents who require assistance often need simple communication with sympathetic and knowledgeable individuals who can identify issues and suggest potential solutions. The proposed Community Services Coordinator will be a contract licensed social worker, working from 8-12 hours per week, with a cap of $25,000 on the FY 15 expenditure. The value of such a Community Services Coordinator has been endorsed by Boxborough's Council on Aging Coordinator, the Police Chief and Fire Chief, as well as the Blanchard School and ABRS guidance counselors. The main theme of these endorsements is that intelligently focused assistance provided to families in need is a great investment in avoiding future societal problems that these individuals must deal with on a daily basis, often at great cost in resources.

The Finance Committee recommended.

Action on Article 32: The motion carried by majority vote.

ARTICLE 33 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900

(Two-thirds vote required)

Jim Faulkner, chair of the Planning Board, moved to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding a definition of "Registered Marijuana Dispensary" and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, to amend Section 4003(4) Table of Uses Business/Industrial Uses to add Registered Marijuana Dispensary as a special permit use in the IC District, and to delete Section 7900 in its entirety, as printed in the Annual Town Meeting warrant under Article 33.

Section 2100 Definition

Registered Marijuana Dispensary: also known as a Medical Marijuana Treatment Center, means a not-for-profit entity registered under 105 CMR 725.100, to be known as a registered marijuana dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

4003(4) **BUSINESS/INDUSTRIAL USES (Continued)**	**DISTRICTS**						
	AR	**R1**	**B**	**B1**	**OP**	**TC**	**IC**
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

~~**Section 7900 Temporary Moratorium On Medical Marijuana Treatment Centers**~~

~~*Section 7901 Purpose*~~

~~By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to~~

~~issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.~~

~~*Section 7902 – Definition*~~

~~"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."~~

~~*Section 7903 – Temporary Moratorium*~~

~~For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.~~

Explanation

Currently under the Town of Boxborough's Zoning Bylaw, a registered marijuana dispensary (RMD) is not a permitted use in the Town. The Town cannot ban RMDs entirely because as stated by the Attorney General "Such a complete ban would frustrate the purpose of Chapter 369 of the Acts of 2012, "An Act for the Humanitarian Medical Use of Marijuana" (enacted as Question 3 on the November 2012 state ballot), to allow qualifying patients, who have been diagnosed with a debilitating medical condition, reasonable access to such dispensaries."

The Department of Public Health Regulations has developed extensive regulations that govern things such as the operations, handling, dispensing, marketing and security requirements for RMDs. The Planning Board is proposing that RMDs be permitted in the Industrial-Commercial Zone District, but only by Special Permit. In conjunction with Department of Public Health Regulations, the Special Permit process would require notification to abutters, a public hearing and the ability to place reasonable conditions on the use, such as hours of operation, requirement that contact information for all management staff and keyholders be provided to the Town in case of problems, and copies of all licensing and reporting documents as may be required as part of the Department of Public Health Regulations.

The Planning Board recommends.
The Finance Committee recommends.

Action on Article 33: The motion carried unanimously.

ARTICLE 34 ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/COMMON DRIVEWAYS

(Two-thirds vote required)

Nancy Fillmore moved to amend the Boxborough Zoning Bylaw Section 6104 Private/Common Driveways in the Agricultural-Residential (AR) District and Section 6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial to add the language in bold italics and delete the language as indicated by strikethroughs, as printed in the Annual Town Meeting warrant under Article 34.

6104 Private/Common Driveways in the Agricultural-Residential (AR) Districts

(5) ***Applications for a*** Private/Common Driveway~~s~~ ***special permit*** in the AR District shall ***adhere to the extent feasible to those*** ~~meet the following~~ construction standards ***set forth in the Planning Board Private Common Driveway Guidelines. Such guidelines are for advisory purposes only and shall not be binding on the applicant or the Planning Board.***

~~(a) All topsoil shall be removed from the Private/Common Driveway.~~

~~(b) Private/Common Driveways shall be subgraded 15" below finished grade and inspected at this stage by the Superintendent of Streets or his designated agent.~~

~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 2 ½" of hot top extending a minimum distance of 25 feet from the junction with the roadway along the driveway.~~

~~(d) Private/Common Driveways shall be constructed to a minimum width of 16 feet.~~

~~(e) Private/Common Driveways shall have a minimum of a 3-foot shoulder on each side of the paved surface.~~

~~(f) Private/Common Driveways shall meet town roads as shown in the Driveway Approach Bylaw.~~

~~(g) Private/Common Driveways shall have drainage structures where needed.~~

~~(h) Private/Common Driveways shall not exceed a slope of 8%.~~

~~(i) Private/Common Driveways shall provide turning location within 100 feet of each house served to accommodate fire fighting equipment.~~

~~(j) Private/Common Driveways shall be no closer than ten (10) feet at any point from abutting lots not served by the Common Driveway.~~

6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial Districts

(7) ***Applications for a*** Private/Common Driveway~~s~~ ***special permit*** in the B, B1, OP, TC, and IC Districts shall ***adhere to the extent feasible to those*** ~~meet the following~~ construction standards ***set forth in the Planning Board Private Common Driveway Guidelines. Such guidelines are for advisory purposes only and shall not be binding on the applicant or the Planning Board.***

~~(a) All topsoil shall be removed from the Private/Common Driveway.~~

~~(b) Private/Common Driveways shall be subgraded 15" below finished grade and inspected at this stage by the Director of Public Works or his designated agent.~~

~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 3½" of hot top (2" binder and 1½" top course).~~

~~(d) Private/Common Driveways shall be constructed to a minimum of a 20-foot width.~~

~~(e) Private/Common Driveways shall have a minimum of a 3-foot shoulder on each side of the paved surface.~~

~~(f) Private/Common Driveways shall have drainage structures where deemed necessary by the Planning Board.~~

~~(g) Private/Common Driveways shall not exceed a slope of 8%.~~

(h) ~~Adequate provisions for fire fighting equipment shall be made.~~

Explanation

The purpose of the Zoning Bylaw is to regulate the use of land, building and structures. To include construction standards for common driveways is not appropriate. Currently, any amendments to the construction standards can only happen as a part of Town Meeting with a two-thirds vote. The Planning Board is proposing to convert such standards to guidelines, thereby allowing the Board the flexibility to adjust the standards based on common engineering practices and input from the Town's consulting engineer and Public Works Director, and to fashion appropriate construction standards as required for each special permit application.

The Planning Board recommends.
The Finance Committee recommends.

Action on Article 34: The motion carried by two-thirds vote as declared by the moderator.

ARTICLE 35 ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

(Two-thirds vote required)

John Markiewicz moved to amend the Boxborough Zoning Bylaw Section 7300 Flood Plain District by amending Subsection 7302 Existing Regulations, Subsection 7304 Flood Plain District and Subsection 7305 Regulations to add the language in bold italics and delete the language as indicated by strikethroughs as printed in the Annual Town Meeting warrant under Article 35.

7300 FLOOD PLAIN DISTRICT

7302 Existing Regulations

All development in the district including structural and nonstructural activities whether permitted by right or by special permit must be in compliance with the following regulations:

(1) 780 CMR ~~2101.G (Flood Resistant Construction)~~ the Massachusetts State Building Code (which address flood plain and coastal high hazard areas).

(3) ***310***~~02~~ CMR ***13***~~6~~.00, Adopting Inland Wetlands ~~Restrictions, DEP~~ Orders.

7304 Flood Plain District

The Flood Plain District includes all special flood hazard areas within the Town of Boxborough designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town are panel numbers 25017C0218E ***dated June 4, 2010; and 25017C0219F, 25017C0238F, 25017C0331F, 25017C0332F, 25017C0333F, 25017C0334F, 25017C0351F and 25017C0353F dated July 7, 2014***.~~25017C0218E, 25017C0219E, 25017C0238E, 25017C0331E, 25017C0332E, 25017C0333E, 25017C0334E, 25017C0351E and 25017C0353E dated June 4, 2010.~~ The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated ***July 7, 2014*** ~~June 4, 2010~~. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Inspector of Buildings.

7305 Regulations

The following requirements apply in the Flood Plain District:

~~(1) Within Zones A and AE where the base flood elevation is not provided, the best available Federal, State, local, or other floodway data shall be used to determine the 100-year flood elevation.~~

(***1***~~2~~) In Zones A and AE no encroachments, including fill, new construction, substantial improvements, or other development shall be made in such floodway unless certifications by a registered professional engineer or architect are provided by the applicant to the Inspector of Buildings proving that the proposed encroachment, construction, improvement or development will not result in any increase in the water surface elevation of the 100-year flood.

(2) Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

(3) In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways in accordance with Section 7305(1).

(4) All subdivision proposals must be designed to assure that:
- ***a) such proposals minimize flood damage;***
- ***b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage, and;***
- ***c) adequate drainage is provided to reduce exposure to flood hazards.***

Explanation: *Participation in the National Flood Insurance Program (NFIP) is based on an agreement between local communities and the federal government that states if a community will adopt and enforce a floodplain management ordinance to reduce flood risks to new construction (or substantial improvements) in Special Flood Hazard Areas (SFHAs), the federal government will make flood insurance available within the community as financial protection against flood losses.*

The Federal Emergency Management Agency (FEMA) has recently completed a Flood Insurance Study for the Concord River Watershed in Middlesex County. Prior to July 7, 2014, Boxborough is required to adopt the new FIRM Maps and revised NFIP regulations for compliance.

If the Town does not adopt the effective maps and comply with these regulations, it will be suspended from the NFIP. If the Town is suspended, no federally backed flood insurance is available to residents or business owners. If required by lenders, insurance would have to be purchased on the private market where it will be 3-4 times higher. The community would no longer be eligible for financial assistance for the permanent repair or reconstruction of insurable buildings in the SFHA from the federal government if a Presidentially Declared disaster occurs as a result of flooding.

Adoption of the revised maps has nothing to do with the recent media coverage regarding flood insurance rates. The changes to flood insurance rates is a result of Congress passing the Biggert-Waters Flood Insurance Reform Act of 2012 which reauthorized the National Flood Insurance Program (NFIP) and made several changes to the program, including several that alter the way premium rates are calculated.

The Planning Board recommends.
The Finance Committee recommended unanimously.

Action on Article 35: The motion carried unanimously.

Mr. Amoroso moved to pass over Articles 36 and Article 37. He noted that the petitioner was not present. The motion to pass over carried unanimously.

ARTICLE 36 SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER
(Majority vote required)

This Article is to grant a 10% Reduction in Real Estate TAXES for SENIORS Age 65 yrs. AND OLDER with a minimum of 5 yrs. or more of TOWN Residency. AND 15% reduction for SENIORS WHO ARE PERMANTLY DISABLED.

The Board of Selectmen unanimously does not recommend (5-0).
Town Counsel has advised that this petitioned article is not in proper legal form. The General Laws only permit real estate tax exemptions under limited circumstances as provided for in General Laws Chapter 59, section 5. Limited exemptions from property taxes for seniors and disabled persons are available upon adoption by Town Meeting of specific provisions of the statute and are subject to the limitations, including income, set forth therein. In addition, the Town already provides the maximum statutory exemption permitted by law for senior citizens and other qualifying individuals, and the Board of Selectmen urges the Town to continue that practice by voting for Article 39.

The Finance Committee unanimously does not recommend (5-0).

Action on Article 36: The article was passed over.

ARTICLE 37 SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE.
(Majority vote required)

THIS ARTICLE TO BE PLACED ON ANNUAL TOWN WARRENT is TO RETURN TO VOTE TO TOWN RESIDENTS OPPORTUNITY.TO VOTE FOR TAX COLLECTORS POSITION. SINCE THE INCEPTION OF TOWN OF BOXBORO, MA. in 1783 OVER 230 YRS. AGO THIS POSITION HAS Always BEEN BY TOWN VOTERS AND NOT BY APPOINTMENT. TOWN WILL ALWAYS BENEFIT MORE BY TOWN VOTE vs. BY APPOINTMENT.

The Board of Selectmen unanimously does not recommend (5-0).
Town Counsel has advised that this petitioned article is not in proper legal form. Although G.L. c. 41, s. 1B enabled the Town to change the office of Tax Collector from elected to appointed, there is no corresponding process in the General Laws to change the position back to elected. Accordingly, a special act of the Legislature would be required.

The Finance Committee unanimously does not recommend (5-0).

Action on Article 37: The article was passed over.

Mr**.** Amoroso moved to approve the consent agenda, articles 38 through 40, inclusive, as printed in the Annual Town Meeting warrant under articles 38 through 40 inclusive.

Action on Articles 38, 39 & 40, on May 13, 2014: The motion carried unanimously.

ARTICLE 38 ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**
(Majority vote required)

To see if the Town will vote to accept the perpetual right and easements over, under and upon a certain portion of the land of the Grantor situated in the westerly side of Liberty Square Road in said Boxborough and being shown as “Future Installation of Fire Cistern & Appurtenances” (“Easement Area”) on a plan entitled

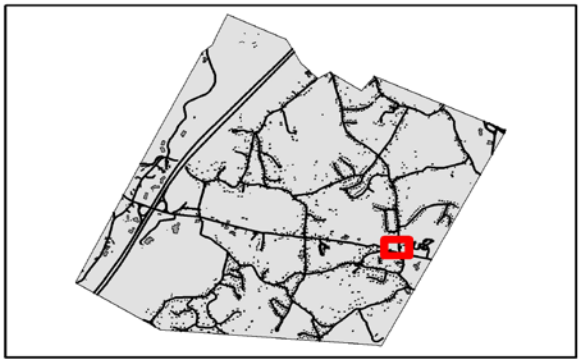
"Easement Plan, 211 Massachusetts Avenue" dated August 7, 2013 prepared for John Anderson by Acton Survey & Engineering, Inc. and recorded with the Middlesex South District Registry of Deeds as Plan No. 614 of 2013 ("Easement Plan"), to which plan reference may be had for a more particular description of said Easement Area, for the purpose of accessing, placing, installing, constructing, and maintaining a fire protection cistern; and as described in the Grant of Easement as conveyed by JA Boxboro Realty, LLC; and further to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise for the intended purpose the easement; or take any action relative thereto.

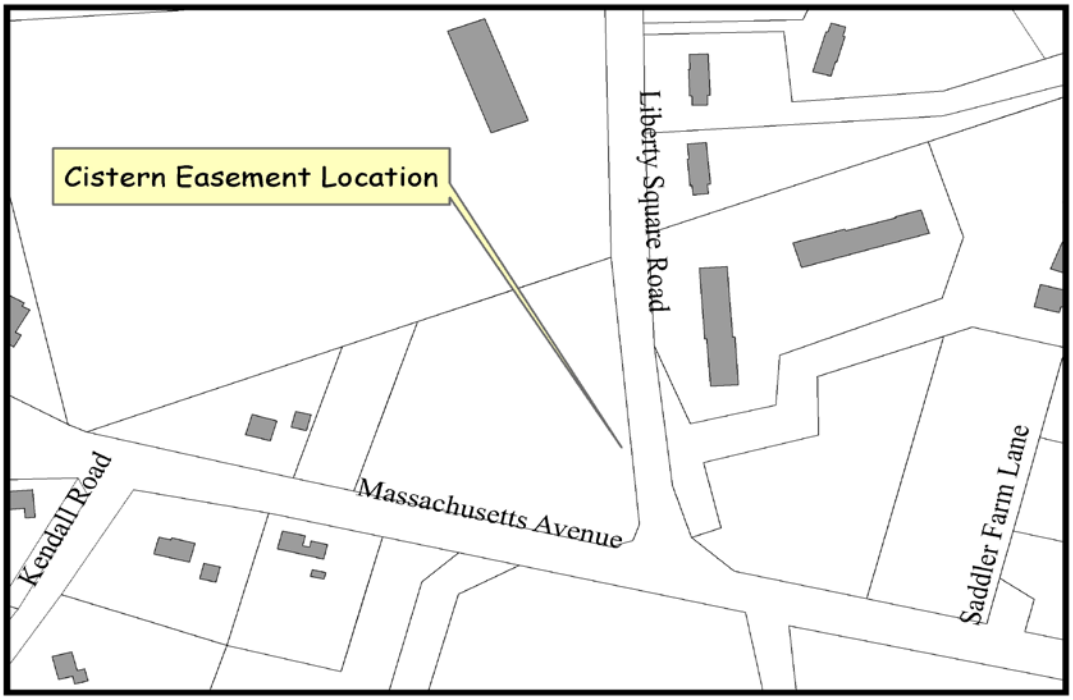
The Board of Selectmen recommends unanimously (5-0).
In the absence of a Town water supply, the system of fire cisterns and fire ponds maintained by the Fire Department is an essential element in Boxborough's ability to effectively fight fires in residential and commercial structures, by providing a large and ready source of water. Accepting this easement will allow for the potential future construction of a new fire cistern, should one be required, in the vicinity of the Massachusetts Avenue and Liberty Square intersection.

The Finance Committee recommends unanimously (5-0).

Action on Article 38: The motion on the article passed as part of the Consent Agenda.

LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT





ARTICLE 39 PERSONAL REAL ESTATE EXEMPTIONS**
(Majority vote required)

To see if the Town will vote to continue to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

Summary
Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

"Other individuals" includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Ruth Anderson, at 978-264-1720 or by e-mail to: randerson@boxborough-ma.gov.

The Board of Selectmen recommends unanimously (5-0).
This simply is a housekeeping article; each year we must reconsider and accept this article so that our senior citizens, disabled veterans, and others who qualify can continue to receive the property tax relief the Town has traditionally provided them. Chapter 73 allows a Town to grant these exemptions at its discretion, but limits the amount of the exemption to no more than twice the statutory amount. We are not required to grant these exemptions, but we do so because we think it is right. Moreover, Boxborough traditionally grants the maximum exemption allowed by law. We urge the Town to continue that practice.

The Finance Committee recommends unanimously (5-0).

Action on Article 39: The motion on the article passed as part of the Consent Agenda.

ARTICLE 40 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).
Accepting these funds will assist us in making necessary repairs to several town roads.

The Finance Committee recommends unanimously (5-0).

Action on Article 40: The motion on the article passed as part of the Consent Agenda.

Mr. Amoroso moved to dissolve the Annual Town Meeting. The motion to dissolve carried unanimously.

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
WARRANT & PROCEEDINGS FOR STATE PRIMARY

SS.
To either of the Constables of the Town of **BOXBOROUGH**
GREETINGS:
In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at

BOXBOROUGH TOWN HALL, 29 Middle Road

on **TUESDAY, THE NINTH DAY OF SEPTEMBER, 2014,** from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primary for the candidates for the following offices:

SENATOR IN CONGRESS ..... FOR THIS COMMONWEALTH
GOVERNOR/LT. GOVERNOR ..... FOR THIS COMMONWEALTH
ATTORNEY GENERAL..... FOR THIS COMMONWEALTH
SECRETARY OF STATE..... FOR THIS COMMONWEALTH
TREASURER AND RECEIVER GENERAL..... FOR THIS COMMONWEALTH
AUDITOR..... FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS .....THIRD DISTRICT
COUNCILLOR.....THIRD DISTRICT
SENATOR IN GENERAL COURT .....MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT .....37th MIDDLESEX DISTRICT
DISTRICT ATTORNEY ..... NORTHERN DISTRICT
REGISTER OF PROBATE ..... MIDDLESEX COUNTY

Pursuant to the Selectmen's warrant of August 11, 2014, the state primary election was held at Boxborough Town Hall. The warrant, specimen ballots and cards of instruction were posted as required by law. The ballot box was examined and found to be empty and in order, and the keys were delivered to the Constable. The Town Clerk declared the polls to be open at 7:00AM. The election officials—all duly sworn before beginning their duties—were Constables David Birt and Owen Neville; tellers Charlotte Priest, Joan Rudenko, Roger Allen, Kristin Hilberg, Barbara Birt, Jackie Cumming, Ellen Landry, Janet Glidden, Mary Cobleigh, Helen Argento, LeeAnne Meidell and Anne Canfield; warden Eileen Sutcliffe; and counters Charlene Golden and Barry Harsip. Polls closed at 8:00pm. A total of 597 ballots were cast—447 Democratic and 150 Republican. The results of the election are as follows:

Democratic Party

Office	Votes
Senator in Congress	
Edward Markey	**356**
Write-ins/Blanks	**91**
Governor	
Donald Berwick	**93**
Martha Coakley	**182**
Steven Grossman	**169**
Write-ins/Blank	**3**
Lt. Governor	
Leland Cheung	**117**
Stephen Kerrigan	**170**
Michael Lake	**56**
Write-ins/Blank	**104**
Attorney General	
Maura Healey	**322**
Warren Tolman	**104**
Write-ins/Blank	**21**
Secretary of State	
William Galvin	**365**
Write-ins/Blank	**82**
Treasurer	
Thomas Conroy	**125**
Barry Finegold	**104**
Deborah Goldberg	**145**
Write-ins/Blank	**73**
Auditor	
Suzanne Bump	**308**
Write-ins/Blank	**139**
Representative in Congress	
Nicola Tsongas	**369**
Write-ins/Blank	**78**
Councillor	
Marilyn Petitto Devaney	**186**
Charles Shapiro	**120**
Write-ins/Blank	**141**
State Senator	
James Eldridge	**365**
Write-ins/Blank	**82**
State Representative	
Jennifer Benson	**360**

Office	Votes
District Attorney	
Marian Ryan	**228**
Michael Sullivan	**129**
Write-ins/Blank	**90**
Register of Probate	
Tara De Cristofaro	**290**
Write-ins/Blank	**157**

Republican Party

Senator in Congress	
Brian Herr	**118**
Write-ins/Blank	**32**
Governor	
Charles Baker	**107**
Mark Fisher	**43**
Write-ins/Blank	**0**
Lt. Governor	
Karyn Polito	**129**
Write-ins/Blank	**21**
Attorney General	
John B. Miller	**125**
Write-ins/Blank	**25**
Secretary of State	
David D'Arcangelo	**117**
Write-ins/Blank	**33**
Treasurer	
Michael Heffernan	**125**
Write-ins/Blank	**25**
Auditor	
Patricia Saint Aubin	**121**
Write-ins/Blank	**29**
Representative in Congress	
Roseann Wofford	**116**
Write-ins/Blank	**34**
Register of Probate	
John W. Lambert, Sr.	**113**
Write-ins/Blank	**37**

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH
WARRANT AND PROCEEDINGS FOR STATE ELECTION

SS.

To the Constables of the City/Town of **BOXBOROUGH**

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

BOXBOROUGH TOWN HALL
29 MIDDLE ROAD

on **TUESDAY, THE FOURTH DAY OF NOVEMBER, 2014,** from 7 :00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

SENATOR IN CONGRESS ..... FOR THIS COMMONWEALTH
GOVERNOR AND LIEUTENANT GOVERNOR..... FOR THIS COMMONWEALTH
ATTORNEY GENERAL..... FOR THIS COMMONWEALTH
SECRETARY OF STATE..... FOR THIS COMMONWEALTH
TREASURER ..... FOR THIS COMMONWEALTH
AUDITOR..... FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS .....THIRD DISTRICT
COUNCILLOR.....THIRD DISTRICT
SENATOR IN GENERAL COURT.....MIDDLESEX & WORCESTER DISTRICT
DISTRICT ATTORNEY ..... NORTHERN DISTRICT
REPRESENTATIVE IN GENERAL COURT.....37th MIDDLESEX DISTRICT

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon.

A YES VOTE would eliminate the requirement that the state's gas tax be adjusted annually based on the Consumer Price Index.

A NO VOTE would make no change in the laws regarding the gas tax.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

SUMMARY

This proposed law would expand the state's beverage container deposit law, also known as the Bottle Bill, to require deposits on containers for all non-alcoholic non-carbonated drinks in liquid form intended for human consumption, except beverages primarily derived from dairy products, infant formula, and FDA approved medicines. The proposed law would not cover containers made of paper-based biodegradable material and aseptic multi-material packages such as juice boxes or pouches. The proposed law would require the state Secretary of Energy and Environmental Affairs (EEA) to adjust the container deposit amount every five years to reflect (to the nearest whole cent) changes in the consumer price index, but the value could not be set below five cents.

The proposed law would increase the minimum handling fee that beverage distributors must pay dealers for each properly returned empty beverage container, which was 2¼ cents as of September 2013, to 3½ cents. It would also increase the minimum handling fee that bottlers must pay distributors and dealers for each properly returned empty reusable beverage container, which was 1 cent as of September 2013, to 3½ cents. The Secretary of EEA would review the fee amounts every five years and make appropriate adjustments to reflect changes in the consumer price index as well as changes in the costs incurred by redemption centers. The proposed law defines a redemption center as any business whose primary purpose is the redemption of beverage containers and that is not ancillary to any other business. The proposed law would direct the Secretary of EEA to issue regulations allowing small dealers to seek exemptions from accepting empty deposit containers. The proposed law would define small dealer as any person or business, including the operator of a vending machine, who sells beverages in beverage containers to consumers, with a contiguous retail space of 3,000 square feet or less, excluding office and stock room space; and fewer than four locations under the same ownership in the Commonwealth. The proposed law would require that the regulations consider at least the health, safety, and convenience of the public, including the distribution of dealers and redemption centers by population or by distance or both. The proposed law would set up a state Clean Environment Fund to receive certain unclaimed container deposits. The Fund would be used, subject to appropriation by the state Legislature, to support programs such as the proper management of solid waste, water resource protection, parkland, urban forestry, air quality and climate protection. The proposed law would allow a dealer, distributor, redemption center or bottler to refuse to accept any beverage container that is not marked as being refundable in Massachusetts. The proposed law would take effect on April 22, 2015.

A YES VOTE would expand the state's beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.
A NO VOTE would make no change in the laws regarding beverage container deposits.

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION
Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?
SUMMARY
This proposed law would (1) prohibit the Massachusetts Gaming Commission from issuing any license for a casino or other gaming establishment with table games and slot machines, or any license for a gaming establishment with slot machines; (2) prohibit any such casino or slots gaming under any such licenses that the Commission might have issued before the proposed law took effect; and (3) prohibit wagering on the simulcasting of live greyhound races.
The proposed law would change the definition of "illegal gaming" under Massachusetts law to include wagering on the simulcasting of live greyhound races, as well as table games and slot machines at Commission-licensed casinos, and slot machines at other Commission-licensed gaming establishments. This would make those types of gaming subject to existing state laws providing criminal penalties for, or otherwise regulating or prohibiting, activities involving illegal gaming.
The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.
A NO VOTE would make no change in the current laws regarding gaming.

QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION
Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?
SUMMARY
This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

Employees who work for employers having eleven or more employees could earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers could earn and use up to 40 hours of unpaid sick time per calendar year. An employee could use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees would earn one hour of sick time for every 30 hours worked, and would begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees could begin to use earned sick time on the 90th day after hire.

The proposed law would cover both private and public employers, except that employees of a particular city or town would be covered only if, as required by the state constitution, the proposed law were made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time would be compensated at the same hourly rate paid to the employee when the sick time is used. Employees could carry over up to 40 hours of unused sick time to the next calendar year, but could not use more than 40 hours in a calendar year. Employers would not have to pay employees for unused sick time at the end of their employment. If an employee missed work for a reason eligible for earned sick time, but agreed with the employer to work the same number of hours or shifts in the same or next pay period, the employee would not have to use earned sick time for the missed time, and the employer would not have to pay for that missed time. Employers would be prohibited from requiring such an employee to work additional hours to make up for missed time, or to find a replacement employee. Employers could require certification of the need for sick time if an employee used sick time for more than 24 consecutively scheduled work hours. Employers could not delay the taking of or payment for earned sick time because they have not received the certification. Employees would have to make a good faith effort to notify the employer in advance if the need for earned sick time is foreseeable.

Employers would be prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights. The proposed law would not override employers' obligations under any contract or benefit plan with more generous provisions than those in the proposed law. Employers that have their own policies providing as much paid time off, usable for the same purposes and under the same conditions, as the proposed law would not be required to provide additional paid sick time.

The Attorney General would enforce the proposed law, using the same enforcement procedures applicable to other state wage laws, and employees could file suits in court to enforce their earned sick time rights. The Attorney General would have to prepare a multilingual notice regarding the right to earned sick time, and employers would be required to post the notice in a conspicuous location and to provide a copy to employees. The state Executive Office of Health and Human Services, in consultation with the Attorney General, would develop a multilingual outreach program to inform the public of the availability of earned sick time. The proposed law would take effect on July 1, 2015, and states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

A NO VOTE would make no change in the laws regarding earned sick time.

Question #5: CPA

Shall this Town accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?

Summary

This question involves the Town's acceptance of G.L. c.44B, §§3-7, also known as the Community Preservation Act ("Act"), approving a surcharge of 1% of the tax levy on real property. The May 12, 2014 Annual Town Meeting voted to accept the Act and impose a surcharge in the amount of 1% of the annual tax levy, effective July 1, 2014, and further to provide an exemption under Section 3(e) of the Act for property owned and

occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the Town.

The Act allows municipalities to impose a surcharge on real property to establish a dedicated source of funds for open space, historic resources and community housing purposes, and entitles the Town to receive a percentage of matching funds from the state. The Community Preservation Committee makes recommendations to Town Meeting on the use of such funds, and at least 10% of the funds to be collected through the surcharge, any other annual revenues appropriated to the fund, and the state match, must be spent or reserved for later spending on each of the Act's three community preservation purposes. All expenditures pursuant to the Act are subject to an annual audit.

Pursuant to the Selectmen's warrant of September 29, 2014, the state election was held on November 4, 2014, at Boxborough Town Hall. As of the date of the election, there were 3,525 registered voters. The warrant, specimen ballots and cards of instruction were posted as required by law. The ballot box was examined and found to be empty and in order, and the keys were delivered to the Constable. The Town Clerk declared the polls to be open at 7:00AM. The election officials—all duly sworn before beginning their duties—were Constables David Birt and Owen Neville; tellers Barbara Wheeler, Joan Rudenko, Rita Grossman, Barbara Birt, Jackie Cumming, Ellen Landry, Lisa St. Amand, Kathie Schwarting, Helen Argento, Jackie Crimins, Kristin Hilberg, LeeAnne Meidell, Julia Viggh, Anne McNeece, and Anne Canfield; wardens Eileen Sutcliffe, John Fallon, and Mary Cobleigh; and counters Charlene Golden, Sheila Bauer, and Barry Harsip. Polls closed at 8:00pm. A total of 2098 ballots were cast, including 3 electronic ballots, which had to be hand-counted. There were 5 provisional ballots cast, 4 of which were counted. The results are as follows:

OFFICES	Votes
SENATOR IN CONGRESS	
Edward Markey	**1242**
Brian Herr	**799**
Write-ins	**1**
Blanks	**60**
GOVERNOR/LT. GOVERNOR	
Baker & Polito	**1045**
Coakley & Kerrigan	**944**
Falchuk & Jennings	**59**
Lively & Saunders	**16**
McCormick & Post	**9**
Write-ins	**5**
Blanks	**24**
ATTORNEY GENERAL	
Maura Healey	**1227**
John Miller	**793**
Write-ins	**2**
Blanks	**80**
SECRETARY OF STATE	
William Galvin	**1290**
David D'Arcangelo	**596**
Daniel Factor	**122**
Write-ins	**1**
Blanks	**93**
TREASURER	
Deborah Goldberg	**1033**
Michael Heffernan	**855**
Ian Jackson	**90**
Write-ins	**1**
Blanks	**123**
AUDITOR	
Suzanne Bump	**1072**
Patricia Saint Aubin	**786**
MK Merelice	**77**
Write-ins	**2**
Blanks	**165**
REPRESENTATIVE IN CONGRESS	
Nicola Tsongas	**1324**
Roseann Wofford	**710**
Write-ins	**3**
Blanks	**65**

OFFICES	Votes
COUNCILLOR	
Marilyn Petiitto Devaney	**1097**
Thomas Sheff	**694**
Write-ins	**3**
Blanks	**304**
SENATOR IN GEN'L COURT	
James Eldridge	**1565**
Write-ins	**6**
Blanks	**530**
REPRESENTATIVE IN GEN'L COURT	
Jennifer Benson	**1515**
Write-ins	**6**
Blanks	**581**
District Attorney	
Marian Ryan	**1440**
Write-ins	**1**
Blanks	**661**
REGISTER OF PROBATE	
Tara DeCristofaro	**1081**
John Lambert	**765**
Write-ins	**4**
Blanks	**252**
Question 1	
YES	**1082**
NO	**966**
Blanks	**54**
Question 2	
YES	**705**
NO	**1374**
Blanks	**23**
Question 3	
YES	**1120**
NO	**947**
Blanks	**35**
Question 4	
YES	**1167**
NO	**888**
Blanks	**47**
Question 5	
YES	**1201**
NO	**826**
Blanks	**75**

RESIDENT INTEREST FORM

The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.

Remember, town government is as strong, creative, and vibrant as its volunteers, who DO make a difference.

If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.

Resident Interest Form

Name: _____ **Phone:** _____

Address: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interest: _____

Amount of time available: _____

Date submitted: _____ E-mail Address: _____

- ❑ Acton-Boxborough Cultural Council
- ❑ Agricultural Commission
- ❑ Board of Health*
- ❑ Boxborough Emergency Reserve Corps
- ❑ Board of Registrars
- ❑ Board of Selectmen*
- ❑ Boxborough Housing Board
- ❑ Cemetery Commission
- ❑ Community Preservation Committee
- ❑ Conservation Commission
- ❑ Council on Aging
- ❑ Design Review Board
- ❑ Energy Committee
- ❑ Finance Committee
- ❑ Historical Commission
- ❑ Library Board of Trustees*
- ❑ Permanent Building Committee
- ❑ Personnel Board
- ❑ Planning Board*
- ❑ Public Celebrations and Ceremonies Committee
- ❑ Recreation Commission
- ❑ School Committee*
- ❑ Steele Farm Advisory Committee
- ❑ Well-Being Committee
- ❑ Zoning Board of Appeals

The filling out of this form does not assure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719**

*Indicates an elected board

EMERGENCY NUMBERS AND MEETINGS SCHEDULE

POLICE	FIRE	AMBULANCE
911 (Emergencies Only)	911 (Emergencies Only)	911 (Emergencies Only)
For routine business 978-264-1750	For routine business 978-264-1770	

Be sure to give your name and address as well as the nature of your emergency.
Do not hang up until you are sure your message has been understood.

MEETINGS	DAY & TIME	LOCATION
AB Cultural Council	As posted	Acton Town Hall
Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Emergency Reserve Corps	As posted	Town Hall
Energy Committee	As Posted	Town Hall
Finance Committee	As Posted	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:30 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Mem. Library
Personnel Board	As posted	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations & Ceremonies Comm.	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Regional	1st Thursday, 7:30 p.m.	RJ Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:00 p.m.	Town Hall
Well-Being Committee	As posted	Town Hall

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board, and on the Town's website, www.boxborough-ma.gov. If interested, please call ahead to request an appointment to be placed on the agenda.

Town Hall Office Hours
General Phone Number: 978-264-1700
Mon. – Thurs. 8:00 a.m. – 4:00 p.m.
(other times by appointment)

Town Clerk
Mon. 10:00 a.m. – 2:00 p.m. & 7:00 p.m. – 9:00 p.m.
Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

Building Department
Mon. – Thurs. 8:00 a.m. – 4:00 p.m.
Mon. evenings 4:00 p.m. – 7:00 p.m.

Assessor
Mon. 8:00 a.m. – 7:00p.m.
Tues. & Thurs. 8:00 a.m. – 4:00 p.m.
(counter available during general hours)

Community Services Coordinator
Tues. 9:00 a.m. – 1:00 p.m.
Thurs. 11:00 a.m. – 3:00 p.m.

Sargent Memorial Library
General Phone Number: 978-263-4680
Mon. & Wed. 10:00 a.m. – 6:00 p.m.
Tues. & Thurs. 10:00 a.m. – 8:00 p.m.
Sat. 10:00 a.m. – 3:00 p.m. (Sept – June only)

Nashoba Board of Health Agent
Tues. 1:30 p.m. – 3:30 p.m.

Nashoba Board of Health Nurse
4th Tuesday of the month 10:00 a.m. – 12:00 p.m.
(Beginning in June 2015)

NOTE: Town Hall is closed to the public on Fridays

"NO SCHOOL" ANNOUNCEMENTS:

Air on WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

TOWN PHONE DIRECTORY

In order to serve you more efficiently, you may now dial Town Hall staff directly, using the numbers listed below. Phone numbers for other town departments are also listed.

The main number for Town Hall is 978-264-1700

For personal assistance dial "0" after main number

Town Staff Department Direct Dial Numbers

Assessor	978-264-1720	Ruth Anderson
Assessor Support	978-264-1721	
Board of Health	978-264-1726	Denise Monteiro
Building Inspector	978-264-1725	David Lindberg
Community Services Coordinator	978-264-1730	Lauren Abraham
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging	978-264-1717	Laura Arsenault
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	Denise Monteiro
Tax Collector	978-264-1718	Maripatt Shemowat
Tax Collector Support	978-264-1724	Karen Guzzardi
Town Accountant	978-264-1716	Jennifer Barrett
Town Accountant Support	978-264-1721	
Town Administrator	978-264-1712	Selina Shaw
Town Administrator Support	978-264-1714	Cheryl Mahoney
Town Clerk	978-264-1727	Elizabeth Markiewicz
Town Clerk Support	978-264-1724	Karen Guzzardi
Town Planner	978-264-1723	Adam Duchesneau
Town Treasurer	978-264-1715	Patrick McIntyre
Town Treasurer Support	978-264-1724	Karen Guzzardi
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	

Town Website and Email Addresses

The Town website, which includes email addresses for Town employees, is www.boxborough-ma.gov

Town Hall employees may also be contacted by email, using the person's first initial and last name as follows: initiallastname@boxborough-ma.gov. For example, Assessor Ruth Anderson's email address is randerson@boxborough-ma.gov

Other Town Department Business Phone Numbers

Fire	978-264-1770	Randolph T. White, Fire Chief
Police	978-264-1750	Warren B. Ryder, Police Chief
Public Works	978-264-1790	Tom Garmon, DPW Director
A-B Regional School District	978-264-4700	Dr. Glenn Brand, Superintendent
Blanchard Memorial School	978-263-4569	Dana Labb, Principal
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director

For all Emergency Services, Call 9-1-1